AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST LEAD FOOD SERVICE**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**FS 2**	DUTY DAYS:	**195**	DATE REVISED:	**02/14/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS

This position requires the ability to understand written and verbal food preparation and safety instructions. (4.5) months of experience as a Food Service Specialist is required. Incumbent must complete the Food Service Lead Specialist Checklist. Incumbent must score a minimum of 80% on the Food Service Lead Specialist Assessment. Incumbent must maintain a valid Food Handler Certification and new it every (2) years. Education requirements is none specified.

SKILL REQUIREMENTS

This position requires the ability to follow oral and written instructions and have basic reading, writing and math skills. Incumbent must be able to understand operations, safe work procedures and how to clean kitchen, equipment and small wares. Incumbent must be able to turn a computer on, log on, check and send email, print recipes and technician worksheets. Incumbent must accurately operate Point-of-Sale (POS) on all lines and complete associated paperwork. Incumbent must demonstrate understanding and competency of material taught during training. Incumbent must be able to teach methods and skills to other individuals and communicate effectively with those individuals.

JOB PURPOSE AND RESPONSIBILITY

This position is responsible for reading recipes and production records. Incumbent leads group production of menu items and assists Cafeteria Manager with the teaching and training of Food Service Specialist and substitute employees. Incumbent sets up and serves meals and snacks. Incumbent operates POS during meal sessions and is able to record leftovers. Incumbent cleans the kitchen, equipment and small wares during and following meal services. Incumbent may be asked to assist with production records, placing orders and monthly inventory as directed by Food Service Manager. This position provides and promotes good customer service and public relations; contributes to the fiscal responsibility and overall mission and quality of the operation; and promotes all initiatives and procedures of the department. This role will be responsible for developing and implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, energy and water conservation.

ESSENTIAL FUNCTIONS.

- Prepare food independently or in a group with professional quality and speed. Lead food preparation through following recipes and practicing sound cooking methods. Accurately record and calculate information on production records.
- Serve on the serving line in compliance with USDA Child Nutrition Regulations. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
- Replenish and expedite the serving line.
- Practice and promote time and motion saving techniques and includes proper food cost economy, storage, proper utilization of leftovers and portion control.

- Practice expert sanitation and above average knowledge of HACCP practices and principles. Records information on temperature logs, calibrate thermometers and ensure daily compliance with sanitation codes. Assist Manager in training HACCP to Food Production Technicians and Specialists.
- Operate the dish machine and sanitize the dish room area.
- Safely operate and thoroughly clean and sanitize all kitchen equipment and areas and perform preventative maintenance procedures.
- Properly clean, restock and rotate stock in all food and non-food storage areas and accurately assists with inventory.
- Rotate on all service and clean up duties, including sweeping and mopping the kitchen and related storage areas and assist with putting away grocery items.
- Accurately operate a POS on all cafeteria lines in compliance with Child Nutrition Regulations. Open and close meal sessions, count money accurately, prepare deposit and money for next day, and complete related reports and records.
- Record accurate information on electronic production records, enter orders online for food and non-food and assist with taking and recording electronic inventory as directed by Food Service Manager.
- Demonstrate exemplary safety procedures and techniques and promotes safety awareness among all employees.
- Assist Manager with teaching and training of Food Service Specialists and substitutes.
- Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.
- Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
- Keep garbage collection containers and areas neat and sanitary.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Maintain daily food preparation records.
- Promote teamwork and interaction with fellow staff members.
- Complete annual continuing education requirements.
- Follow district safety protocols and emergency procedures.
- This role will be responsible for implementing innovative sustainable kitchen operations including but not limited to waste reduction, recycling, compost, and energy and water conservation. Expand healthy food access and provides education to students about nutrition, cultural foodways and the food system.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent will travel around the district to work where needed.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds). Seek help or utilize a cart for items greater than 25 pounds.

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS

This position reports directly to the appropriate supervisor of the department. At the Food Service Manager's request, incumbent may be supervised by a Food Service Manager Trainee and may receive some work direction from other Food Service Lead Specialists. Incumbent will have regular contact with other Food Service Specialists, Food Service Lead Specialists, Food Service Managers in Training, Food Service Managers, Supervisors, students and other AISD personnel.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	