



POSITION OPENING

JOB TITLE: Kitchen Lead, Elementary

REPORTS TO: Director of Nutrition Services

UNIT CLASSIFICATION: American Federation of Teachers (AFT)

The Kitchen Lead engages in the heating of food served in a school cafeteria. The Kitchen Lead will be responsible for handling and serving breakfasts and lunches. Duties include cashiering. A uniform is required.

ESSENTIAL FUNCTIONS

1. Order food, supplies and check all invoices for accuracy.
2. Determine quantities and heat food according to district specifications.
3. Maintain healthy, sanitary working conditions. Participate in the cleaning of the kitchen and equipment.
4. Ensure that all monies are handled in a business-like manner and sent to the bank of the Nutrition Service Office.
5. Maintain accurate records pertaining to the lunch program.
6. Inventory food, supplies and equipment.
7. Train, direct, and schedule helpers and student cafeteria workers.
8. May assist in serving and in the collection of money or tickets.
9. Direct the storage and utilization of leftover ingredients and products.
10. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. One year food service experience.
2. Must be willing and able to move 30-40 lbs.
3. Food Handler's permit.
4. Ability to work within a schedule and to work effectively under pressure.
5. Understand and carry out written and oral instructions.
6. Demonstrated aptitude, experience and interest in the work to be performed.
7. Knowledge of general food and preparation methods.

8. Ability to maintain effective working relationships with students, staff and public.
9. Ability to work independently with minimal supervision.
10. Ability and/or experience to perform all the above responsibilities.
11. Cultural Competency; ability to effectively work with diverse populations.

EMPLOYMENT INFORMATION

Benefits: Consistent with the AFT Agreement.