

JOB DESCRIPTION
Spring Lake Public Schools
Food Service Department

Title: KITCHEN LEAD – Holmes Elementary

General Job Summary: The Elementary Lead supports the Director in managing and coordinating the food service program at Holmes Elementary, overseeing daily operations to maintain a high-quality program and provide a positive dining experience for students. This role leads breakfast service and provides guidance and support during lunch, working alongside team members to ensure smooth daily operations. The Elementary Lead is responsible for managing ordering and maintaining accurate production records, along with supporting inventory reporting, point-of-sale (POS) operations, kitchen sanitation standards, and food preparation oversight. This position plays a key role in maintaining compliance with NSLP and SBP meal pattern requirements, food safety standards, and allergen protocols while ensuring organized, efficient, and student-focused service.

Hours: 7:30am – 1:45pm / Monday – Friday

Directly Reports To: Food Service Director

Essential Job Functions:

1. Provides daily leadership and supervision of food service assistance, including direction, support, and coordination of workflow.
2. Oversees and assists with daily food preparation and service to ensure quality, consistency, and timely meal delivery.
3. Completes and reviews daily production records to ensure accurate reporting and compliance with NSLP and SBP meal pattern requirements
4. Evaluates prepared foods for quality, temperature, appearance, and taste to ensure program standards and student satisfaction.
5. Monitors food safety and sanitation practices to ensure compliance with ServSafe standards, including allergen protocols and personal hygiene.
6. Oversees cashiering and point-of-sale (POS) operations, ensuring accuracy and accountability of daily transactions.
7. Manages ordering, receiving, stocking, and inventory control of all food and supply items, including dry, refrigerated, and frozen storage.
8. Completes monthly inventory counts and submits accurate inventory reports for program tracking and accountability.
9. Maintains a clean, sanitary, and organized kitchen environment in compliance with food safety standards.
10. Communicates professionally and fosters positive working relationships with students, staff, parents, and district personnel.

11. Collaborates with building staff to support a positive and welcoming food service program.
12. Responds to changing operational needs and performs other duties as assigned.

Job Requirements:

- Ability to remain flexible and adjust quickly to changing conditions, including product substitutions, inventory shortages, and last-minute service needs.
- Strong attention to detail with a commitment to quality, consistency, and accuracy.
- Passion for food, nutrition, and providing a positive student dining experience.
- Collaborative team player with a student-first mindset and positive attitude.
- Highly organized with the ability to prioritize and manage multiple responsibilities in a fast-paced environment.
- Ability to lead, train, and support employees effectively.
- Strong knowledge of USDA meal pattern requirements, including NSLP and SBP guidelines.
- Strong understanding of food safety, sanitation standards, and allergen awareness.
- Effective problem-solving skills with the ability to assess situations and implement solutions.
- Excellent communication skills, both written and verbal.
- Basic math skills, including recipe adjustment and quantity calculations for production and waste reduction.
- Working knowledge of computer-based ordering and inventory systems.
- Ability to perform physical job duties including standing for extended periods, walking, bending, reaching, and lifting.
- Ability to lift up to 50+ pounds.
- Ability to operate standard food service equipment and point-of-sale (POS) systems.

Minimum Qualifications:

- Prior food service experience required; K12 food service experience preferred.
- Experience in quantity cooking, inventory management, and meal production.
- Knowledge of food safety and sanitation requirements; ServSafe management certification preferred or ability to obtain within required timeframe.
- Experience in a lead, supervisory role preferred.

Potential Position Benefits:

- PTO (holidays, vacation, snow days, sick leave)
- Optional district contribution to 403(b) or FSA account
- Summers off!