



HUNTINGTON BEACH CITY SCHOOL DISTRICT

CENTRAL KITCHEN LEAD

Established date: 3/8/2022

GENERAL PUPROSE

Under general supervision, performs a variety of duties in the preparation, handling, and serving of hot food pack lunches, vending or snack items; assists in preparing, serving and/or transporting food; accounts for monies, free and reduced-fee meals and leftover lunches; maintains food service areas, facilities and equipment in a clean and sanitary condition; assists in ordering, receiving, and inspecting deliveries; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Central Kitchen Lead performs a wide variety of food preparation, serving and money collection tasks. Work is performed with established schedules, procedures and standards.

This position is directly responsible to the Director of Food Services and their designee. The Central Kitchen Lead is distinguished from Food Service Program Manager in that an incumbent in the latter class has additional responsibility for coordinating the operation of the Food Services program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in the preparation and completion of main dishes, vegetables, salads, sandwiches and desserts either at a central kitchen or at a school location; sets up steam tables and serves food; follows national guidelines for school breakfast and lunch programs.
2. Participates in the preparation of large quantities of food products for transportation to school site kitchens or for catered events; may assist with catering.
3. Coordinates daily deliveries to school sites, calculates delivery quantities and needs to ensure proper food quantities on-hand; may drive Food Services vehicle, truck, and van, as needed.
4. Estimates food supply inventory to maintain adequate stock levels and efficient operations; assists in maintaining inventory records; reviews, advises, and updates food orders for all school kitchens.
5. Operates kitchen equipment and other timesaving kitchen devices; washes dishes and equipment, maintaining proper care and sanitation of the kitchen and kitchen equipment.
6. Takes cash and lunch cards/student IDs; counts and records money received at the end of each day; prepares money for deposit and creates reports following standard procedures.
7. Requisitions, receives, stocks and maintains inventory of daily food items and supplies from a central kitchen in accordance with District policies and health and safety guidelines.
8. Prepares and maintains paperwork, prepares records and reports as directed; assists in ordering, receiving, inspecting, packaging, and storing of food products, supplies, and materials.

9. Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.
10. Assists the Food Service Program Manager in the planning, organizing, and coordinating activities of the District's Central Kitchen.
11. May train and oversee students who assist with the school nutrition program.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic methods and materials used in preparing, serving and transporting food.
2. Food-handling techniques.
3. Methods of completing the preparation and serving of food in large quantities.
4. Methods of cleaning and maintaining food service areas, utensils and equipment.
5. Safety and sanitation guidelines/regulations.
6. National School Breakfast Program and National School Lunch Program regulations.
7. Basic English and mathematics.
8. Basic computer operations.

Ability to:

1. Estimate quantities needed and requisition correct amounts of food.
2. Safely operate appliances and equipment in a centralized kitchen at school cafeterias.
3. Prepare food in large quantities.
4. Count money, tickets and meals served accurately.
5. Prepare and maintain basic records accurately.
6. Operate a computer related to area of assignment.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions and recipes.
9. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.
10. Drive Food Service truck or van; willingness to learn.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

Graduation from high school or GED equivalent and one year of work experience in the preparation or handling of food in a commercial, institutional or school setting; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses, Certificates, Special Requirements:

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program. California Food Handler Card is strongly desired.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided or 80 pounds with assistance. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of working including District manager, employees, vendors, students and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a kitchen or cafeteria environment where the noise level is usually moderate. The employee occasionally works in extreme heat or cold. The employee is occasionally exposed to toxic or caustic chemicals and biological hazards.

FLSADesignation:	Non-Exempt
EEOCategory:	Service - Maintenance
BargainingUnit:	CSEA
Probationary Period:	6 months