I. Position Title

Cafeteria Lead Person II

II. Position Description

To plan, organize, assign and supervise the activities of a middle school cafeteria; and to participate in the work of the school cafeteria program.

Positions in this class are distinguished from those in the class of Cafeteria Lead Person I by the increased program diversity at the middle school level, the volume of sales and the size of the staff supervised.

III. Example of Duties/Responsibilities

A. Implements schedules and methods for food preparation-E
B. Assists in the implementation of goals, objectives, policies and procedures
C. Recommends improvements in the program offered by the middle school cafeterias
D. Submits requests for supplies, equipment and materials-E
E. Orders a pre-approved line of food stuffs from designated vendors
F. Monitors and controls expenditures-E
G. Supervises and trains assigned staff-E
H. Participates in personnel selection
I. Plans, assigns and supervises the work of a middle school cafeteria-E
J. Trains cafeteria staff in food preparation procedures, set-up for serving, cashiering, inventory and ordering procedures, sanitation, safety, work simplification and related activities-E
K. Plans for and supervises the ordering, receipt, inventory, storage, preparation of food products for the school cafeteria-E
L. Selects items to be sold on the a la carte and salad/fiesta bars (if applicable)-E
M. Observes work activities and enforces standards of quality control, portion control, sanitation, safety, work simplification, inventory control and cash handling in the operation of the cafeteria
N. Operates ovens, soft drink dispensers, cooking ranges and other kitchen equipment-E
O. Maintains varied and automated records including food prepared and used, sales and cash receipts, employee work hours and products ordered-E
P. Attends meetings and participates on committees, as assigned-E
Q. May work with student advisory groups
R. Prepares requests for equipment and facility repair-E
S. Performs related duties as assigned

(E) - Essential

IV. Minimum Qualifications

Knowledge of:
• Fundamentals of nutrition and their application to the feeding of school age students
• Standards of sanitation, safety and work simplification applicable to the operation of a middle school cafeteria
•Inventory, record keeping, ordering and costing techniques
•Basic arithmetic
•Learn and operate a computer terminal
•Principles of supervision and training

Ability to:
•Implement approved procedures and programs in the operation of a middle school cafeteria
•Plan, schedule, review, and evaluate the activities and work performed by assigned personnel
•Learn and apply applicable Federal, State and local laws, regulations and procedures
•Make arithmetic calculations with speed and accuracy
•Prepare complete and accurate reports
•Lift moderately heavy containers
•Stand for prolonged periods of time
•Operate a computer terminal to perform routine data entry and report preparation functions
•Analyze situations carefully and adopt effective courses of action
•Communicate effectively, both orally and in writing
•Understand and carry out oral and written directions
•Establish and maintain cooperative working relationships with those contacted in the course of work

Licenses and Certificates
•A Food Handler’s Certificate, issued by the County Health Department, to be obtained at the time of appointment and during employment in this class
•Certification by the American School Food Service Association is desirable

Education and Experience
•Graduation from High School or equivalent
•Two (2) years of increasingly responsible experience in commercial or institutional food service activities
•Additional desired training may include the completion of community college courses in nutrition, supervision, introduction to microcomputers, work simplification, sanitation, menu planning and/or other related areas

Working Conditions
Environment
•School cafeteria/central kitchen environment
•Subject to heat from ovens, cold from walk-in refrigerators and freezers
•Exposure to natural gas fumes and cleaning solvents

Physical Abilities
•Standing and walking for extended periods of time
•Lifting light objects above and below the waist weighing up to 35 pounds
•Dexterity of hands and fingers to operate kitchen equipment
•Carrying, pushing or pulling food trays and carts
•Reaching overhead, above the shoulders and horizontally
•Seeing to assure proper quantities of food
•Bending at the waist
•Kneeling, crouching, stooping or squatting

Hazards
• Exposure to very hot foods, equipment, and metal objects used in cooking and baking
• Exposure to sharp knives, slicers and hazardous kitchen equipment and machinery
• Exposure to outdoor seasonal temperature fluctuations

Revised: Negotiations 04/23/02
pjh