

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

FOOD SERVICE LEAD

JOB SUMMARY

Prepare nutritious and attractive meals for students and staff, to safely store and prepare food, and clean kitchen utensils and equipment.

Employees may be transferred or reassigned to other Food Service Lead positions or locations, depending upon the needs of the district. This position is represented by the Public School Employees (PSE) of Meridian School District and is in the Food Service classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent; one year of experience in commercial/institutional food preparation. Experience with cashiering; Mealtime M-Power POS system; supervising up to 5 employees.

Allowable Substitutions

Additional qualifying experience may substitute for the required education on a year-for-year basis; advanced training in food service may substitute for the required experience on a year-for-year basis.

SPECIAL REQUIREMENTS

Satisfactory background check/fingerprinting required; current Washington State Food and Beverage Service Worker's Permit

ESSENTIAL FUNCTIONS:

Depending upon the individual, the Food Service Lead performs all or a combination of several of the following duties:

1. Maintain all production records following state and federal guidelines.
2. Use standardized recipes to meet state and federal guidelines.
3. Order all food/supplies to meet all menu choices.
4. Determines the quantities of each food to be prepared daily according to the planned menu.
5. Prioritize tasks to effectively work within given timelines.
6. Must be able to multitask.
7. Maintain safety and sanitation practices set by the state and local health department.
8. Supervise and assist all kitchen personnel to make sure food cooked is of highest quality and food safety.
9. Supervises all kitchen personnel to make sure all portions served meet the federal and state requirements.
10. Understanding of what a reimbursable meal consists of.
11. Maintains a neat and orderly kitchen with the highest standards of food safety and sanitation.
12. Ensure all applicable work safety and security procedures are followed by kitchen staff.
13. Follow all district policies and procedures.
14. Work closely with Food Service Director.
15. Attend monthly menu meetings.
16. Serves as member of Food Services Team of the District; maintains effective working relationships with students, staff, and vendors.
17. Performs related duties as required.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Punctual attendance. Work efficiently to achieve maximum production, staying on task and on time. Ability to respond positively to pressure situations and use peripheral vision.

Ability to work with children. Ability to follow directions and work without supervision. Requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires good vision to read labels; work at times can be fast paced, routine, and/or repetitive, requiring concentration and attention to task and ability to make independent decisions. Requires day-to-day communication, rapport building, negotiation and conflict resolution. Customer service skills are required to work with a wide range of student, staff and public behaviors; frequently will experience interruptions; requires cooperation and ability to work as a team member.

PHYSICAL DEMANDS

Must be capable of standing and walking for prolonged periods without restrictions; must be able to reach, grasp, handle and grip without difficulty on a continuous basis; must be able to stoop and bend or squat on a frequent basis ranging from slight forward bending to floor level; must be able to lift and carry objects ranging from reaching and lifting from floor level to above the shoulder on a constant to frequent basis weighing 0-30 pounds without assistance and up to 60 pounds with assistance; must be able to push and pull occasionally depending on work assignment. Must be able to work quickly with good dexterity skills. Able to multi task.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.