



# RIVER DELTA UNIFIED SCHOOL DISTRICT

## SENIOR FOOD SERVICES WORKER

### **DEFINITION**

To lead and participate in the work of staff responsible for providing meals and snacks in the schools; to perform a variety of bookkeeping functions; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced level class in the Food Services Worker Series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees lead lower-level staff in the performance of assigned duties and assume additional responsibilities beyond the scope of the journey level. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Food Services Supervisor or Assistant Superintendent of Business Services. Exercises functional and technical supervision over lower-level food services staff.

### **DUTIES**

#### **Essential Functions:**

1. Lead, train and assist staff responsible for providing meals in the school cafeteria; respond to and resolve questions from staff.
2. Cook and bake food service menu items in quantity for use in meal programs, based upon quantities, schedules and recipes approved by the Food Services Supervisor or Assistant Superintendent of Business Services.
3. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch and after school programs.
4. Collect monies; operate a cash register; prepare daily cash sheets; balance and reconcile cash drawers.
5. Order food; receive and check deliveries. Check food and beverage delivery contents in order to verify product quality and quantity.
6. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
7. Prepare food for snack bar, including making sandwiches and wrapping cookies.
8. Load trays and carts, serve student meals, provide appropriate meal mount; ensure compliance with regulations governing school lunch program.
9. Prepare nutrition snacks; deliver to school sites.
10. Operate the cash register; collect monies and give change; balance and reconcile cash drawer.
11. Bake food including the mixer and ovens; adhere to safety precautions.
12. Count and record leftovers, log information on appropriate forms.
13. Maintain routine records and reports related to kitchen operations, outputs, and inventory.
14. Supervise students; enforce district and school rules, regulations, policies, and procedures; recommend disciplinary actions as necessary.

15. Clean and maintain cafeteria area; wash trays, clean tables, empty trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas, and other food preparation equipment.
16. Train staff in appropriate processes, techniques, food, and safety standards.
17. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a school cafeteria or snack bar.

Mathematic principles.

Food preparation methods and techniques.

Record keeping principles and practices.

Cash handling techniques.

Occupational hazards and standard safety practices.

Pertinent state codes and regulations related to school lunch programs.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

### **Ability to:**

Lift up to 50 pounds.

Lead, organize and review the work of staff in the area of work assigned.

Independently perform advanced food preparation and cooking functions.

Interpret and explain district policies and procedures related to food services.

Operate a variety of specialized equipment used for food preparation in a safe and effective manner.

Maintain consistent, punctual, and regular attendance.

Work effectively in a demanding environment.

Learn to operate a computer effectively. Send and receive emails and research information through the Internet.

Use and operate a cash register.

Maintain accurate records and prepare reports.

Work independently in the absence of supervisor.

Work effectively with food service staff, students, administrators, and others.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

**POSITION REQUIREMENTS** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Certificates/Credentials/Licenses:**

SERV Safe Food Manager Certification

### **Experience:**

Three years of responsible experience preparing, handling, or distributing food, preferably in the public school system.

### **Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Bilingual (Spanish) preferred, not required.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

School/Cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperatures up to 400 degrees F.

### **Physical Conditions:**

Essential functions may require maintaining the physical condition necessary for walking, standing bending, or stooping for prolonged periods of time; moderate to heavy lifting (containers up to 50 pounds).

## **JOB PROFILE**

Annual Contract: 185 days

Classified Salary Schedule: Range 8

Board Approved: October 10, 2023