



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **LEAD FOOD SERVICE WORKER**

- QUALIFICATIONS:**
1. High School Diploma or Equivalent
 2. Must possess a ServSafe Certification
 3. Must have experience as a Food Service Worker and Substitute Lead Food Service Worker
 4. Warm and understanding attitude toward children
 5. Ability to be a team leader and give direction to employees, as well as work as a team and cooperate with others
 6. Ability to read and write English
 7. Ability to follow oral and written instructions and effectively lead employees to do the same
 8. Knowledge of basic computer programs including, but not limited to Microsoft Word, Excel and Outlook as well as Cafeteria Point of Sales System.
 9. Ability to use institutional food service equipment
 10. Ability to reach, bend, stoop, wipe, push and pull and do repetitive motions.
 11. The physical ability to lift and carry items weighing up to 50 pounds 20% of the time.
 12. Ability to do mathematical calculations and cash transactions
 13. Must be clean and neat in appearance, following uniform policies set forth by School District and local Health Officials
 14. Required criminal history background check and proof of U.S. Citizenship or legal resident status

REPORTS TO: Directly responsible to the Food Service Director

JOB GOAL: To oversee kitchen operations and provide school meals in compliance with district, state, and federal regulations.

PERFORMANCE RESPONSIBILITIES:

1. Shall perform in accordance with the negotiated agreement between the Board of Education and Teamster's Local No. 97
2. Assumes responsibility as Lead Food Service Worker, understands and maintains all aspects of kitchen operation, and communicates with Food Service Director
3. Represents the department in a courteous, efficient, and friendly manner in all customer and employee interactions
4. Train new employees/substitutes when required
5. Ensure kitchen compliance with National School Lunch Program Regulations and Nutrition Policy
6. Ensure that kitchen operations meet standards of sanitation and safety in compliance with Health Department, HACCP, and Bio-Security policies
7. Follows established procedures for service and distribution of meals, while also ensuring standard portion control and proper food presentation
8. Order, receive, and inventory food/cleaning/paper supplies as necessary
9. Maintain Food Service Department vending machines where applicable
10. Participate in the preparation and service of planned meals for special events
11. Maintains required forms as assigned, including but not limited to production records, temperature charts, and payroll vouchers
12. Leads and participates in the daily cleanup and scheduled major cleaning of the kitchen, service areas, storage areas, and equipment
13. Operate cash register system and maintain records of meal sales; manage lunch charges, Free & Reduced lists, and lunch tickets where applicable
14. Responsible for proper operation of all food service equipment; will notify Food Service Director of any equipment problems or breakdowns as soon as possible
15. Must attend scheduled meetings and trainings relative to job responsibilities

16. Perform other duties as assigned by the Food Service Management Team consistent with this job description

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board DATE: February 21, 2012

REVISED: _____