

Position: Food Production Team Leader – High School	Position Number:
Department/Site:	FLSA: Exempt
Reports to/Evaluated by:	Salary Grade: 116

Summary

Plans, organizes, sequences, supervises, and coordinates food preparation at a high school (central food and meal production facility). Oversees cooking, baking, food preparation and assembly of meals in large quantities for a variety of school sites and menus. Orders and maintains an inventory of food items by determining the quantity of food required and makes the appropriate orders. Oversees and maintains food production/consumption records in compliance with state and federal requirements.

Distinguishing Career Features

The Food Production Team Leader is a working partial leadership position, over food service employees engaged in assembly-line food item and meal production and serving. The Food Production Team Leader requires the ability to setup production from schedules and menus and integrate ordering, preparation, packaging, inventory, storage, and timely transport to and from serving areas and sites.

Essential Duties and Responsibilities

- Organizes, sequences food prep steps, assigns food service staff to specific stages and participates in food prep, such as, cooking and baking, processing, packaging and presentation.
- Sequences food preparation activity to produce multiple food items. Ensures adequate food product to meet projected quantities. Works from reports of projected meal volumes to determine the food product to produce the required number of meals.
- Oversees and participates in cooking, baking, and serving of food items.
- Evaluates the efficiency of food and meal production processes. Provides and coordinates training of food service staff on new equipment and work methods.
- Prepares and maintains various records and reports on operations and activities including inventory, personnel, sales, meals served, monies collected, requisitions, daily reports, work schedules and production sheets.
- Recommends and assists in the implementation of department goals and objectives. Implements policies, procedures, schedules, and work methods.
- Monitors the preparation, serving and storage of food to ensure compliance with District and sanitation requirements.
- Leads and may set up serving and sales areas for students, teachers and other personnel.

Performs a variety of food service duties as needed to assure timely preparation and service.

- Monitors food quality and packing of assembled meals and may order line adjustments to fulfill production needs or shutdown in order to resolve problems.
- Assures cleanliness and maintenance of food production equipment. Inspects and participates in cleaning and maintaining equipment.
- Evaluates levels of food inventory and after reviewing projected numbers of meal orders. Initiates orders for food items and related products to fulfill requirements.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation and packaging methods, procedures, and service. Requires a working knowledge of food and meal production, production scheduling, catering, business record keeping, and kitchen sanitation. Requires a working knowledge of modern machines and equipment used in institutional cooking and production lines. Requires working knowledge of inspection techniques for visual appearance, temperature, and cleanliness. Requires knowledge of and ability to use personal computers to access and record information. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. Requires sufficient human relations skill to convey specific work information and to achieve a harmonious work setting.

▪ **Abilities**

Requires ability to perform the essential duties of the position. Requires ability to independently maintain and monitor a production kitchen environment. Requires the ability to organize and sequence a variety of equipment and staff in order to prepare, cook, package, and distribute food items and meals. Requires ability to understand and follow District Food Service policies, procedures, rules and regulations. Requires ability to orient and train food service staff, perform recordkeeping functions, and complete mandated food service reports. Requires skills in operation of commercial kitchen equipment including that which is used in food production and packaging. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Requires ability to apply safety and sanitation regulations.

▪ **Physical Abilities**

Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop and occasionally lift objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials. Requires sufficient visual acuity to observe work, read small dials and computer screens, and peripheral vision to notice move objects. Requires sufficient auditory ability to carry on normal conversations and project voice in a noisy production environment.

- **Education and Experience**

The position requires a High School diploma plus formal training in meal planning, production scheduling, nutrition, sanitation, and recordkeeping, plus 4 years of experience in food service and team leadership in an education, hospital, or equivalent setting.

- **Licenses and Certificates**

Requires valid California Driver's License. Requires a food service Safety/Sanitation Certificate authorizing incumbent to work in Child Nutrition programs at a school site and in contact with students.

- **Working Conditions**

Work is performed indoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.