

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: KITCHEN LEAD

DEPARTMENT: FOOD SERVICE

REPORTS TO: DIRECTOR OF NUTRITION SERVICES

DEFINITION:

The Kitchen Lead ensures the daily operations of the cafeteria run efficiently and that staff adhere to schedules and production requirements. This position provides leadership to kitchen staff, emphasizing scratch cooking, chef specials, and the district's farm-to-fork initiatives. The Kitchen Lead fosters a culture of teamwork and ensures the highest standards of food safety, quality, and services.

ESSENTIAL FUNCTIONS

Essential duties and responsibilities include the following:

- Oversees daily kitchen operations and ensure staff follow production schedules and assigned tasks.
- Lead and support food service staff in preparing scratch-cooked meals and chef specials in alignment with menu plans.
- Mentor and assist kitchen staff on cooking techniques, food safety, and district standards. Provide input related to the performance of food service workers.
- Monitor food preparation and service to maintain quality, consistency, and compliance with nutrition regulations.
- Coordinate monthly inventory reports.
- Ensure all kitchen areas are clean, organized, and compliant with food safety and sanitation standards.
- Collaborate with the Director of Nutrition Services to review incoming farm-to-fork produce and determine its optimal use in scratch meal preparation for the menu.
- Provide input on menu development and contribute creative ideas for enhancing meal offerings.
- Address staff questions or concerns and escalate issues to the Director of Nutrition Services as needed.
- Perform other duties as assigned to support the success of the Nutrition Services department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- All essential duties
- HACCP, Food Safety, and culinary skills
- Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities
- Sanitation and safety practices and procedures
- Kitchen cleaning materials, methods and hygienic practices
- Standard cafeteria appliances and equipment
- Basic arithmetic, record keeping, and money handling
- Methods and procedures for receiving and storing of foodstuffs and supplies
- Personnel motivation methods and techniques
- Strong organizational skills and time management

ABILITY TO:

- Prepare and serve a variety of foods in large quantities
- Prepare scratch cooking
- Multi-task and prioritize in a fast-paced environment
- Lift moderately heavy containers of food and material
- Adhere to USDA lunch and breakfast program nutritional guidelines and requirements
- Perform simple arithmetical calculations
- Handle money and make change on computerized and Point of Sale registers
- Compile data and information, and prepare comprehensive reports
- Communicate effectively in the English language, both orally and in writing
- Understand and carry out verbal and written instructions, policies, and procedures in an independent manner
- Interact with all departments and maintain effective working relationship with those contacted during the performance of duties (e.g. school personnel, vendors, colleagues, and the community)
- Meet the physical requirements necessary for the successful performance of required duties
- Maintain regular attendance and punctuality

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing service in this position classification will exert 10 to 60 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- This type of work involves constant movement within the work area, and will involve walking or standing for extended periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

ENVIRONMENT

- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, and caustic chemicals.
- The employee is occasionally exposed to wet and/or humid conditions.
- The employee is exposed to heat.
- The noise level in the work environment is usually loud.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Two years of experience in food service leadership, preferably in food service or school nutrition programs.

EDUCATION

- High School diploma or equivalent required; culinary certification or associate degree in culinary arts preferred. May be supplemented by training or coursework in nutrition, quantity food preparation, menu planning, safety, sanitation or other closely related areas.

LICENSE REQUIREMENT

- California Driver's License
- ServSafe Certificate