

**JOB DESCRIPTION**

**Job Title:** Food Service Program Lead (9956)

**Job Summary:**

Under the general direction of the Assistant Superintendent of Student Support Services, oversee all aspects of the school food service program for TCOE schools, ensure the program meets the nutritional needs of children and is compliant with federal and state standards, and participate in providing approximately 500-700 meals per day during the normal academic school year.

**Essential Duties:**

- Develop and implement standards, methods, and procedures for purchasing, receiving, storing, and distributing food, supplies, and equipment.
- Determine quantities and prepare requisitions/orders for food and supplies needed at each school site.
- Receive food/supplies deliveries and inspect for proper quantity/quality; take appropriate action when discrepancies/quality problems occur.
- Clean and inspect equipment and work areas to ensure cleanliness and functional operation.
- Assist with evaluating profit and loss reports, monitoring department budget, and recommending changes.
- Monitor compliance with approved food preparation and serving procedures, including use of standardized systems to ensure the quality of food being provided for students.
- Work with each school site principal to ensure compliance with USDA Guidelines.
- Provide professional learning opportunities, coaching, support, and work direction for food service staff.
- Prepare weekly, monthly, and quarterly reports related to the food program, as needed.
- Ensure proper kitchen procedures, sanitary conditions, and safe use and maintenance of equipment.
- Prepare menus, estimate food quantities, and calculate food costs for each school site.
- Implement State and Federal nutrition regulations and other laws, including those of the California Department of Education.
- Maintain records required for financial accounting, breakfast and lunch records, milk reports and other reports as required.
- Transport food and supplies to school sites as needed.
- Attend any trainings necessary for position and maintain any required logs related to regulations.
- Perform other related duties, as assigned.

**Skills, Knowledge and/or Abilities:**

**Skills to:**

- read and prepare notes, memos, and reports of a moderately complex nature
- effectively interact with students, public, teachers and staff
- work effectively in direct work with individual students and small groups
- prepare balanced menus that follow appropriate guidelines
- develop, implement, and monitor daily sanitation and cleaning schedule

**Knowledge of:**

- established standards, methods, and procedures for food safety in accordance with all local, state, and federal standards and procedures
- managing an industrial kitchen
- nutrition and dietetics fundamentals
- sources, procedures, and methodologies of ordering and storing large quantities of food
- meal planning and preparation for school sites
- proper methods of preparation/cooking/serving foods and weights and measures used in cooking
- calculations for percentages, decimals, fractions, and basic accounting
- proper English grammar, punctuation and sentence structure
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior

**Ability to:**

- understand and carry out oral and written instructions
- maintain confidentiality of records
- meet schedules and deadlines
- read/interpret/apply rules, regulations, policies
- maintain records and inventories

- interpret laws and regulations and make appropriate decisions related to food management
- schedule and coordinate all kitchen functions
- plan and prepare long range menus to produce well balanced meals within budget limits, and within the regulations
- meet/communicate with students and their parents/guardians to understand and design meals for dietary needs work with students in a clear positive manner
- maintain a clean, well-organized storage areas, including freezers, refrigerators and dry storage areas

**Responsibilities include:** working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling food and supplies weighing up to 50 lbs that may be stored at heights of 6-60 inches from the floor; some stooping, kneeling, crouching, and/or crawling; significant fine finger dexterity. Generally, the job requires 70% standing, 20% walking and 10% sitting. The job may be performed at temperatures ranging from -10F to 40F for periods of time up to 30 minutes and at 80F for long periods during the work day.

**Education Required:**

- High school diploma or equivalent.
- Current Serve Safe Certification.

**Experience Required:**

- Minimum of three (3) years of experience in a food service operation.
- Experience in a school kitchen is preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

**FLSA Status:** Non-Exempt

June 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.