**Lead Of Warehouse & Catering Operations**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition **Classification:** Auxiliary

**Dept/Campus:** Child Nutrition **Paygrade:** A-2

**Wage/Hr Status:** Nonexempt **Date Revised:** May 2018

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Responsible for assisting in maintenance of Child Nutrition Warehouse Operations, verifying loads are pulled for accuracy, and products are stored appropriately. Responsible for the preparation of food in sufficient quantities, while maintaining required nutrition and quality. Ensure timely preparation to meet service schedules, and handle food in accordance with sanitary standards. Enforce standards of recipes and of portion control, to prevent food waste and assure high quality productions, and care/cleanliness of equipment. Deliver food and beverages to assigned location in a timely manner.

**QUALIFICATIONS:**

**Education/Certification:**

Must be able to read, write and make simple calculations and follow oral and written instructions

Must have some formal or on-the-job training in food production

**Special Knowledge/Skills:**

Must be familiar with foods and preparation methods

Must know the proper methods and cooking temperatures for best utilization and yield of breads, pastries, and cakes

Must be able to space and time the cooking of foods so that their nutritive quality, flavor and appearance are preserved at the time of service

Working knowledge of kitchen equipment

Patient and calm demeanor with students, staff and others

**Experience:**

At least one year of training and experience in quantity food preparation

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Cook a variety of foods following standardized recipes and methods of preparation
2. Schedule food preparation so that items are prepared in small batches throughout serving period
3. Set up serving area and control serving portions to eliminating waste and leftovers.
4. Check equipment to make sure it maintains safety and sanitation requirements and report needed repairs to chef.
5. Maintain personal appearance and hygiene, following dress code
6. May assist in inventory, food storage, tray line service, kitchen clean-up and assist with any other duties in kitchen
7. Ensure food items are stored in a safe, hazard free environment. Label, date, and rotate food items
8. Deliver food and beverages per schedule. Delivering prior to stated time.
9. Pick up equipment left at out of house sites.
10. Ensure loads are verified for accuracy and stamped as approved prior to delivery to campuses.
11. Ensure Warehouse is kept cleaned and orderly at all times.
12. Ensure waste bins and surrounding areas are kept clean and orderly.
13. Report any areas of infestation by pest or rodents to Director.
14. Assist with monthly inventories.
15. Distribute key to district vehicles as assigned by Director.
16. Approve daily vehicle inspection logs prior to starting delivery routes.

**SUPERVISORY RESPONSIBILITIES:**

Supervise catering staff and assign work duties as needed

**EQUIPMENT USED:**

Large and small kitchen equipment, including but not limited to electric slicer, mixer, pressure steamer, deep-fat fryer, and sharp cutting tools, ovens, dishwasher and food utility cart

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to maintain emotional control under stress

**Physical Demands:**

Must be able to position and frequently move about within the work area; ability to retrieve, transport position/reposition food, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; must pass health department examinations; moderated exposure to extreme hot and/or cold temperatures; exposure to chemicals used in cleaning, sanitizing, and pest control; required wearing of back support belt while on duty; hazards include cuts from utensils, burns from hot foods and equipment as well as falls due to wet floors.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date