

Citrus College

Position Description

Position: Food Service Team Leader	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 27

Summary

Oversees and/or assists supervising kitchen activities at a self-contained central production kitchen and dining center. Oversees a variety of food preparation duties including hot meals, sandwich bar, and pre-packaged items, according to planned menus, recipes, and the number of persons to be served. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders.

Essential Duties and Responsibilities

- Plans, prioritizes and assigns work to food service staff at the College's production kitchen and dining center. Analyzes food production methods, suggesting ways to enhance efficiency.
- Participates in menu selection. Contacts vendors to replenish inventory at levels sufficient to meet daily food service needs. Maintains adequate inventories of supplies.
- 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 and procedures.
- Participates in the preparation and administration of assigned budget. Monitors expenditures and makes budget recommendations.
- Monitors the preparation, serving and storage of food to ensure compliance with College and sanitation requirements.
- Monitors the serving of meals. Participates in the preparation of main dishes, short orders, baked goods, and other food items.
- Assures cleanliness and maintenance of equipment and food service supplies.
- Attends meetings related to the food service operation.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a thorough working knowledge of institutional quantity food preparation, methods, procedure and service.

Requires considerable knowledge of catering, business recordkeeping, nutrition, and kitchen sanitation.

Requires sufficient human relations' skill to communicate specific information and to achieve a harmonious work setting.

Requires sufficient math skills to compute sums, portions, weights, and quotients.

▪ **Abilities**

Must be able to perform all of the essential duties of the position under general guidance.

Demonstrated ability to independently maintain and monitor a kitchen environment.

Must be able to understand and follow policies, procedures, rules and regulations.

Must be able to orient and train food service staff and perform basic bookkeeping functions and complete mandated food service reports.

Must be skilled in operation of commercial kitchen equipment.
Requires the ability to read and understand written directions and recipes and to calculate weights and measurements.
Must be able to learn, understand and apply safety and sanitation regulations.
Must be able to reconcile daily money transactions and keep records.

- **Physical Abilities**

The incumbent must be able to function indoors performing work of an active nature.
Requires general arm, hand, leg, and body coordination to use standard large kitchen equipment.
Requires physical ability to stand for extended periods of time, stoop and infrequently 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 visual acuity to read instruments, dials, observe cooked items and recognize customers.
Requires sufficient auditory ability to hear equipment prompts and carry on ordinary conversations.

- **Education and Experience**

Requires a high school diploma, or the equivalent, plus post high school course work in meal planning, nutrition, sanitation, business administration, cafeteria management dietetics or related field.
Requires a minimum of three years of experience in institutional cooking in an education or equivalent setting.

- **Licenses and Certificates**

May require a valid driver's license.
Certificate of completion of a safety/sanitation course.

- **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.