

LEAD A LA CARTE/BREAKFAST/CATERING

JOB SUMMARY

Under the direction of the Central Kitchen Supervisor, responsible for the Breakfast Program production/distribution, the deli sandwich, salad production, and the catering operation (planning, coordinating, production, set-up, etc.). Schedule, instruct, and assist the A La Carte staff in all required tasks.

TYPICAL DUTIES

Instruct and assist the three breakfast staff in the production of school breakfast. Responsible for efficient daily distribution of 1,700 (to more than 2,000) school breakfasts. Assist in ordering food and supplies. Responsible for all deli items leaving the central kitchen. Order all produce, meat, and supplies that pertain to deli orders, filling the orders in a set time. Instruct and assist one person in the area of filling deli orders. Instruct and assist from two to four people in producing 400 (to 1,000) sandwiches on a daily basis. Order all supplies, meat, cheese, and bread. Coordinate meat slicing, preparation and proper food handling for the entire operation. Ensure that all foods are the correct temperatures and all equipment is working properly. Coordinate all catering events, planning menus and decorations, arranging for the acquisition of all goods and supplies. Take inventory of all catering supplies. Instruct and assist the catering staff in the preparation of food and set up, cleaning and serving, the high standards of safety and sanitation and the importance to maintain that at all times. Report any concerns/problems on the floor to the Central Kitchen Supervisor. Assist in providing training and work direction to new employees and/or substitute employees. Set up, and clean up, employee meals on a rotating basis. Operate the large capacity boiler on a rotating basis. May provide input to the Central Kitchen Supervisor for employee evaluations. Maintain high standards of safety and sanitation. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years of full-time paid skilled experience working in a high volume institutional food service setting responsible for catering, fresh deli preparation/packaging, and monitoring sanitation. Related experience may be substituted for education on a year for year basis. Valid Food Handler's Card.

Knowledge of:

Practices, methods, and equipment used in quantity and specialty food preparation and set up. Sanitation and safety practices related to institutional food preparation, holding, and transporting. Methods of operating, and care of, commercial kitchen equipment. Record keeping. Techniques of providing training and work direction.

Ability to: Understand, follow, and apply oral and written instructions. Assist in planning and organizing work. Train and provide work direction to others. Maintain cooperative relationships with those contacted during the course of work.

LICENSE Annual food handler's exam in file and valid food handler's card.

PHYSICAL ABILITY 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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.