



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 6053
Date Adopted: July 1, 2008
Date Revised: May 4, 2016
Date Revised: October 7, 2020**

**FLSA Status: Nonexempt
Union Representation: Represented**

Lead Culinary Services Worker

GENERAL PURPOSE

Under general supervision, provides work direction and guidance to culinary services staff and provides information on kitchen orders, assignments responsibilities, and catering; performs routine food preparation and food service duties in support of OCDE's cafeteria/kitchen center, including setting up serving areas, performing routine food preparation, or serving food, preparing meals for delivery to schools, cashiering, washing dishes, and cleaning and sanitizing the center; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Culinary Services Workers serve as a lead and/or major resource to others in the performance of a variety of daily activities in the cafeteria/kitchen center responsible for providing food services for the OCDE's schools and staff. Incumbents perform routine food service, preparation, and cleaning duties. Incumbents are responsible for ensuring the cafeteria and kitchen are maintained in a clean and sanitary condition, setting up serving areas, and serving meals to customers and for ensuring that each child is delivered balanced, healthy meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as a lead to other employees in the cafeteria/kitchen center; address day-to-day procedural questions/issues; oversee the work being done by Culinary Services Workers; performs opening and closing in manager's absence including securing of petty cash and kitchen equipment and preparing for next day's orders.
2. Assists in coordination and facilitation of lunch program; communicates with manager, vendors, and school sites regarding details and changes; tracks food orders and student counts; oversees preparation of meals; verifies food counts; documents deliveries to school sites; prepares reports.
3. Communicates with staff regarding absences and arranges substitute employees.
4. Anticipates food needs and places orders with vendors.
5. Trains staff on storing, preparing, distributing, and serving food under sanitary conditions; and disposing of refuse properly.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

6. Prepares food, drinks, and condiments by slicing, heating, counting, weighing, measuring, cupping, cutting, and scooping into serving size portions; prepares foods for individual meals and for food bars; trays and warms food in the oven; thaws and wraps foods; prepares sandwiches and special meals.
7. Prepares ingredients for and cooks a variety of main dish and vegetable items; effectively adjusts and/or follows assigned and previously selected recipes; bakes pastry, bread, cakes, cookies, and other dessert items.
8. Sets up and prepares serving areas; sets up and replenishes hot food areas and food bars; fills warmers with food to be served; assembles plates, bowls, napkins, and utensils; trays and counts food prepared; prepares trays and pans.
9. Records the quantity of food used for each meal; counts and stocks coolers; counts leftover food and beverages and stores them in the pantry or freezer; fills and wraps food containers; assists in conducting daily and monthly inventory.
10. Serves customers in cafeteria; performs cashiering duties including taking tickets, collecting money, and making change.
11. Performs general cleaning duties to ensure cafeteria/kitchen center and equipment are clean and sanitary; washes, dries, and puts away equipment, utensils, and appliances; cleans and sanitizes work areas, carts, and coolers; cleans walls, fans, doors, and shelves.

OTHER DUTIES

1. Attends meetings and training sessions as needed.

QUALIFICATIONS

Knowledge of:

1. Basic methods of food preparation and service, including safe and proper temperature of heated foods
2. Federal and state health and safety regulations as they apply to food preparation and services.
3. Basic methods used in cleaning and sanitizing kitchen equipment, utensils, appliances, and facilities.
4. Basic kitchen utensils, equipment, and appliances and methods of use.
5. Food allergies and eating capabilities of students at specific school locations.
6. Methods and practices of sanitary food-handling.
7. Techniques of routine record-keeping and inventory.
8. Safe work practices.
9. Personal hygiene requirements applicable to assigned work responsibilities.

Ability to:

1. Prepare and serve food effectively under time constraints in a fast-paced environment.
2. Operate standard kitchen machines and equipment safely and efficiently.
3. Recognize when food substitutes need to be made in recipes due to specific student food allergies and diet restrictions.
4. Operate a cash register, count money, and make change.
5. Monitor and keep records of food temperatures, quantity of food used and serving portions.
6. Communicate clearly and effectively, both orally and in writing.
7. Understand and follow oral and written instructions.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with OCDE management, administrators, staff, students, parents, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete duties of the position required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, at least three years of experience preparing and serving food in a food service operation; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A current County approved Food Handler's Certificate.

ServSafe Food Production Manager Certificate or equivalent.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk, and sit; talk or hear, both in person and by telephone; use hands to finger, handle, and feel objects or controls; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift up to 30 pounds from ground, waist, and chest level; and smell. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; observe and interpret people and situations; use basic math and mathematical reasoning; learn and apply new information or skills; prepare, cook, bake, and serve a variety of large quantities of food efficiently and effectively under time constraints in a fast-paced environment; work under intensive deadlines; and interact with OCDE management, administrators, staff, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in assigned OCDE cafeteria/kitchen center, and the noise level can be loud. The employee is exposed to wet and humid conditions, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals, and the risk of electrical shock. The employee works around mechanical equipment, and may be required to climb ladders and walks on surfaces that may be slippery.