BOYERTOWN AREA SCHOOL DISTRICT
JOB DESCRIPTION

Position:	Food Service Lead	Employee Group:	Support Staff
Report To:	Cafeteria Manager or Food Service Supervisor	Created:	
FLSA:	Non-Exempt	Revision Date:	December 2021
Work Year:	10 month/180 Days/5.75 Work Hrs. a Day		

Job Summary:

To ensure an atmosphere of efficiency, cleanliness and friendliness in which students are served nutritious meals.

Supervisory Responsibilities: N/A

Essential Duties:

1. Assist Food Services Manager in overseeing the cafeteria operation and personnel in his/her building.
2. Responsible for assisting the Food Services Manager in directing, planning and supervising the work of cafeteria employees.
3. Assist the Food Services Manager in maintaining accurate time records of cafeteria employees.
4. Assist Food Services Manager in instructing new cafeteria employees in performing their assigned tasks.
5. Assume responsibility for the security of food and supplies.
6. Assist the Food Services Manager in supervising the storage and care of food and supplies.
7. Assist the Food Services Manager in maintaining inventory of supplies.
8. Enter money into students' accounts each day and prepare bank deposit.
9. Be responsible for the security of revenue from cafeteria services until it has been turned over to the building's main office for deposit by school district currier.
10. Keep accurate food counts and assist the Food Services Manager with production reports.
11. Oversee and participate in the cleaning and sanitation of appropriate areas (i.e. kitchen, serving, storage).
12. Prepare, plan and direct the preparation and serving of all food in the building's cafeteria.
13. Assist the Food Services Manager in menu development and the serving of food per the menu.
14. Promote the school lunch program.
15. Perform other duties as assigned by the Food Services Manager or Building Principal.

Qualifications and Requirements:

- High School Diploma or GED equivalent.
- Food preparation experience and knowledge of school food service programs.
- Must demonstrate a pleasant personality with employees, co-workers, and students.
- Maintain ServSafe Certification.
- Knowledge of the public health aspects related to food handling, preparation, food services practices and sanitation

- Completion of School Health Physical and TB test
- Completion of required background clearances
    - Act 34 - Criminal History Clearance
    - Act 151 - Child Abuse History Clearance
    - Act 114 - Federal Criminal Background Check

Physical Requirements:

- Standing for extended periods
- Ability to bend, crouch, reach, and kneel
- Able to withstand temperature variations
- Must be able to lift 30 lbs. frequently
- Occasion lifting of up to 50 lbs. and/or greater than 50 lbs. with assistance.
- Must be able to tolerate high noise levels

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent or Designee.

The position holder must be able to perform the essential duties and responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Chief Human Resources Officer of any and all reasonable accommodation that will be required.

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