

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington  
JOB DESCRIPTION

**POSITION:** FOODSERVICE LEAD, ELEMENTARY

**REPORTS TO:** Foodservices Manager

**RESPONSIBILITIES:**

1. Perform a wide variety of food preparation such as preparing salads, cold vegetables, fruits, sandwiches/burgers, panning, and heating.
2. Assist in set-up and service of food; maintain portion control.
3. Oversee stocking and sale of food and snack items.
4. Maintain all aspects of District accounting procedures, including free and reduced meal procedures.
5. Serve as cashier.
6. Maintain food safety and sanitation.
7. Perform food storage and clean-up in a team setting.
8. Place orders for meals, products, and supplies.
9. Provide lead direction to site staff.
10. Organize school kitchen for efficiency and effectiveness, including management of required paperwork.
11. Follow established procedures for interdepartmental communications.
12. Perform other tasks and assume responsibilities as assigned by the Foodservices Manager, or designee.

**QUALIFICATIONS:**

1. High school diploma or GED.
2. Food handler's permit.
3. Recognized industry certification desirable.
4. Knowledge of food handling and sanitation practices and procedures.
5. Knowledge of basic food preparation.
6. Basic math skills for portion control and accounting.

**QUALIFICATIONS: (Continued)**

7. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
  - a. Work within strict timelines;
  - b. Work effectively as part of a team.
8. Has, in the judgment of the administration, demonstrated skills in:
  - a. Organization;
  - b. Working with a variety of adults and students.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**WORKING CONDITIONS:**

Incumbents typically experience daily:

- standing for prolonged periods
- exertion from fatigue and concentration
- exposure to high noise levels
- precise control of fingers and hand movements
- lifting and/or carrying objects between 20-50 pounds
- crouching, crawling, bending or kneeling
- exposure to regular childhood diseases
- exposure to equipment with cutting, crushing, and burning potential
- exposure to extreme heat and to cleaning chemicals

5-25-99

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