



## CAFÉ LEAD

### Job Overview

The job of Café Lead was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; maintaining facilities in a safe and sanitary condition; and guiding personnel in the performance of their job functions.

This job reports to the Cafeteria Manager.

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### Job Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional service positions as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares documentation (e.g. inventory and supply lists, equipment logs, etc.) for the purpose of providing written support and/or conveying information.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order
- Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Substitutes for and/or assists cafeteria manager when needed for the purpose of ensuring the food service unit is running efficiently
- Supports café personnel, for the purpose of assisting them in performing their functions in a safe and efficient manner.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Working Environment

The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Generally, the job requires 20% sitting, 70% walking, and 10% standing.

Physical Requirements: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### Qualifications

**Minimum experience:** Job related experience

**Minimum education:** High School diploma or equivalent



# Williamson County Schools

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The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Job related experience with increasing levels of responsibility is desired.
- Ability to adhere to safety practices, plan and manage projects, prepare and maintain accurate records, operate standard office equipment and equipment found in a commercial kitchen, and use pertinent software applications.
- Knowledge of safety and sanitation best practices.
- Ability to quantify food preparation and handling.
- Ability to communicate with diverse groups, set priorities, work as part of a team, work with interruptions, and work with detailed information/data.

**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

Safe Serve Certificate

**FLSA Status:**

Non-exempt

**Continuing Education/Training:**

None Specified

**Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

**Employee Type:**

Classified

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