



Job title: Food Service Worker Lead

Work Location: 2303 Miramar Street, Los Angeles, CA 90057

Division/Department: Kitchen Operations

Reports to: Cold Production &/or Hot Production Supervisors

Rate \$23.00 hr-\$23.50 hr

<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Temporary
<input type="checkbox"/> Part-time (This position includes both full time and part time worker shift schedules)	<input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Regular

Purpose: The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Saturday and Holidays. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Food Service Worker Lead position provides support to Kitchen Operations by providing kitchen production services such as packing cold items, assisting on the cold and hot production lines, counting and packing frozen meal packs.

Essential Duties and Responsibilities:

Food Service Worker Lead:

- Ensures daily tasks of production are meet of the end of the day.
- Ensures how much production is needed daily.
- Trains new employees and assist in developing employee’s growth
- Works closely with the Cold and Hot Supervisor on use of staff for the hot line, cover for kitchen supervisors as needed.
- Ability to be the lead on both hot and cold production lines.
- Assist in preparing and/or packages breakfast meal packs.
- Assists with the cleaning of the food preparation equipment and other kitchen tools or areas.
- Ability to be a Driver, Runner including deliveries to Centers.
- Over see’s the hot production line when needed and ensure meals are properly packed in bags according to the daily route sheets.
- Follow all health and safety/ FDA guidelines
- Adheres to existing work practices, methods, procedures and new or alternative systems.
- Performs other reasonable duties within the overall function of the position.
- Ability to anticipate and produce (including the ability to lift the boxes/trays necessary) the supplies from the freezer, refrigerator and/or cooks’ line as needed to keep production lines running smoothly and continuously.

Education and/or Work Experience Requirements:

- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- 3 years experience as a Food Service Worker Lead

- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions and instructions
- Background Fingerprint Clearance
- Drug Test Clearance

Physical Requirements:

The performance of duties involves working in a kitchen environment and standing for extended periods of time and the physical abilities to stand for extended periods of time while working and to perform repetitive motions and lift/move objects of 35 pounds or more.

- Ability to safely and successfully perform the essential job functions to include: production line work at sufficient speeds to ensure the production team meets route dispatch times, ability to safely chop, peel, cut etc., ability to carefully follow sanitation procedures in order to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance
- Ability to deal with the public in a professional manner
- Ability to work with a diverse client population, staff and volunteers in a professional and respectful manner

Print Employee Name:

Employee signature:

Date: