

AgeWell Services		
Part Time Non Exempt	Position: Line Lead - HDM	Classification: August 2018
Default		

Supervisor:

Food Service Manager

Credentials and Experience:

- High School Graduate
- ServSafe Certification preferred

Job Summary:

- This is the lead position on the HDM Line, whose responsibilities vary between setting up the line each day, doing route labels and ensuring that each route is packed accurately and on time to ensure that our drivers can make their deliveries on time. Also to ensure food looks appealing and is packed and sealed properly. This person works closely with the other line positions and the cooks line. Great verbal communication is required.

Knowledge and Skills:

Minimum one year food service or related work preferred.
Organizational skills and dependability are important.

Duties & Responsibilities:

- Set up line and ensure it is ready for meals by 8am. This includes proper set up, pans, sanitizer buckets and serving utensils as well as meal route stickers and counts.
- Ensure food is of good quality and communicate quickly with management if there are concerns.
- The line lead packs the meal bags for the drivers and works to keep the pace set by the pace setter.
- To ensure food is properly packed per route using time control methods per state regulations.
- Motivate and encourage other team members on the line.
- Continuously communicate with cooks on line needs.
- Ensure proper frozen meals are ran daily and are of good quality.
- All other tasks as delegated by management.

Working Conditions:

May stand and/or walk most of the day, reaching and lifting of equipment and supplies is required. Must be able to lift at least 40 pounds regularly. Must be able to work in an environment where temperature is not consistent.

Supervisory Duties:

None

I have received a copy of this job description and it has been reviewed with me.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date