

## FOOD UNIT LEADER JOB AID

**Position:** Food Unit Leader

**Section:** Logistics Section

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**Mission:**

To determine feeding requirements at all incident facilities, including plans for menus, facilities for food preparation and serving, potable water; and maintenance of the food service areas.

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**Duties:**

- Report to Service Branch Director.
  - Determine location of working assignment, and number and location of personnel to be fed.
  - Determine method of feeding to best fit each situation.
  - Obtain necessary equipment and supplies to operate food service facilities.
  - Set up Food Unit equipment.
  - Prepare menus to ensure incident personnel receive well-balanced meals.
  - Ensure that sufficient potable water is available to meet all incident needs.
  - Ensure that all appropriate health and safety measures are taken.
  - Supervise cooks and other Food Unit personnel.
  - Keep inventory of food on hand and check on food orders.
  - Provide Supply Unit Leader with food supply orders.
  - Maintain unit/activity log (ICS form 214).
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