

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

| | |
|---------------------|--|
| Job Title: | Central Facility Lead – Nutrition Services |
| Pay Table: | Support |
| Pay Grade: | 7 |
| FLSA Status: | Non-Exempt |
| Job Code: | 790 |
| Reports to: | Nutrition Services Facility Coordinator or Production Supervisor |

JOB SUMMARY

Under the general direction of the Nutrition Services Facility Coordinator or a Production Supervisor, the Central Facility Lead is responsible for setup and preparation of daily production in the Nutrition Services Central Facility. The incumbent assists with the scheduling, training and supervising of staff.

ESSENTIAL JOB FUNCTIONS

- Oversees staff, handling disciplinary matters and performing evaluations.
- Conducts new hire orientation and trains new employees.
- Attends and may conduct interviews for job openings.
- Collects timecards and enters personal and sick leave information.
- Cross-trains employees on other department tasks.
- Conducts daily inventory on product and ensures all orders are correctly filled, labeled and ready to be shipped on time.
- Prepares packaging area by creating labels, signs and boxes.
- Works with Facility Coordinator to plan daily production.
- Writes papers and labels as needed and updates formulas.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Must be ServSafe certified.
- May be required to successfully complete HACCP and AIB training after hiring.
- Four (4) years of experience in a food processing facility.
- Current food handlers permit.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform mathematical calculations (percentages and fractions).
- Supervisory, time management and scheduling skills.
- Has the ability to work well with a team and be flexible to adjust to the daily needs of the Central Facility.
- Ability to use small office equipment and computers.
- Ability to use or repair medium and heavy equipment and machinery.
- Ability to establish policies for using, acquiring or maintaining technology systems and heavy machinery.
- Ability to supervise employees using heavy machinery.
- Ability to create and guide implementation of projects.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

The Davis School District has the right to revise this position description at any time.