

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Nutrition Services Lead, Elementary

BASIC FUNCTION:

Under general supervision of Supervisor, Nutrition Services, to assist in the planning, organization, and lead of the operation of an elementary school cafeteria; maintain the food service facility in an orderly, safe, and sanitary condition; to requisition, receive, and store food stuffs and supplies; to maintain records and to assist in or prepare reports concerning the cafeteria functions and activities; and to do other related work as required.

ESSENTIAL DUTIES:

- *Participates in the preparation, packaging and serving of foods, including the preparation of hot entrees, and a variety of other foods.
- *Maintains required food temperature for all foods served.
- *Prepares and sells hot and cold foods, including breakfast, lunch, and snack items.
- *Procures foods in package sizes according to age/grade levels standards as determined by USDA regulations.
- *May lead and coordinate the activities of food service personnel in the maintenance of the food service facility and equipment in an orderly, clean, safe and sanitary condition.
- *Orders, requisitions, receives, inspects, and stores foodstuffs, supplies and materials.
- *Assists in maintaining inventory control and operational records.
- *Stocks the snack bar with a variety of snack items.
- *May assist in the training of food service personnel and student assistants.
- *Act as cashier, including the counting of monies and developing cash receipt records.
- *Washes and stores utensils, containers and trays.
- *Assists in ordering all food from distributors for the sites.
- *Prepares reports as required for the Federal Free and Reduced Lunch Programs.
- *Prepares daily menu production records as required by State and Federal agencies pertaining to the amount of all foods used in the cafeteria operation.
- *Operates standard food service equipment such as warming ovens and food carts; utilize a computer and assigned software as required.
- *Communicates with students and staff to exchange information.

OTHER REPRESENTATIVE DUTIES:

- *Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, procedures, and techniques of preparing, cooking, baking, and serving foods in large quantities.
- Standard food service terminology, appliances and equipment.
- Sanitation, safety practices and procedures.
- Basic mathematical calculation processes, record keeping and report development procedures.
- Storage and rotation of perishable food.

- Type A lunch and breakfast program requirements; including all tracking of Free and Reduced counts at the elementary site.
- Menu planning, nutrition and lunch program requirements;
- Methods and operational procedures for requisitioning, receiving, and storing foodstuffs and supplies.

Ability to:

- Operate and maintain a variety of industrial food service equipment.
- Collect money and make change accurately, including use of point-of-service systems.
- Work quickly, efficiently, and multi-task.
- Understand and carry out oral and written directions, including use of nutrition service terminology.
- Establish and maintain cooperative working relationships.
- Adhere to standard menus and recipes in the preparation of foods and snacks.
- Adhere to large quantity food production and preparation standards.
- Lift and transport foodstuffs, materials, and supplies.
- Lead and coordinate the work of others.

MINIMUM QUALIFICATIONS:

Experience:

Two years of increasing responsible experience in quantity food service preparation and facility maintenance in a commercial, institutional or school food service facility.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training, or coursework in nutrition, and in safety and sanitation procedures.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance, including hair covering
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Willingness to provide appropriate direction to other nutrition services staff

WORKING CONDITIONS:

Environment:

- Indoor school kitchen/cafeteria environment.
- Subject to heat from ovens and cold from freezers.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to frequently lift and move up to 25 pounds, occasionally lift and move up to 50 pounds, and occasionally lift more than 50 pounds with assistance.
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Seeing to monitor food quality and quantity.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office and computer equipment.
- Ability to operate a variety of industrial food service equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.
- Ability to support and mentor other nutrition services staff.

Hazards:

- Heat from ovens.
- Exposure to hot foods, equipment, and metal objects.
- Working around knives, slicers and other sharp objects.
- Exposure to cleaning chemicals and fumes.