

NUTRITION SERVICES

LEAD III



Nutrition Services Department

Purpose:

The Nutrition Services Lead III directs, leads, organizes, and plans the Nutrition Services program in a comprehensive high school or large-size program, ensuring that nutritious and attractive meals are served to the students in an effective, cost-contained, healthy and customer-friendly manner.

Reports to: Nutrition Services Field Supervisor

Nature & Scope:

The Nutrition Services Lead III works independently following standardized routines under general supervision. The nature of the work requires strict adherence to policies, procedures, regulations, and laws. The incumbent interfaces daily with students, parents, Nutrition Services colleagues, school administrative staff and school employees. Because this job involves frequent interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have supervisory responsibilities, but does assist in the operational management. Moreover, as supervisory staff is not located onsite, the Lead III must coordinate and facilitate workflow, problem-solve, and make independent decisions in alignment with guidance, training, and established procedures.

Distinguishing Characteristics:

The Nutrition Services Lead III, Nutrition Services Lead II, and Nutrition Services Lead I all provide direction, leadership, organization, and planning for Nutrition Services programs at a school site, and share most Essential Job Functions. The distinguishing characteristics correspond to the *volume, menu complexity, service model, programs, and number of staff* at the school site:

- The Nutrition Services Lead III typically directs, leads, organizes, plans, and ensures quality in a comprehensive high school or large-sized program. Multiple service points, larger number of Nutrition Services employees, more varied array of menu options, and complexities around layout and merchandising are characteristics of the environment in which the Lead III oversees such logistics.
- The Nutrition Services Lead II typically directs, leads, organizes, plans, and ensures quality in a mid-sized school such as a middle school or a larger Options school, where there are usually several lines for service and an array of menu options as well as snack items and drinks available to purchase.

- The Nutrition Services Lead I typically directs, leads, organizes, plans, and ensures quality in an elementary school or smaller-sized program, where there is usually a single line for services and a narrow array of menu options.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Prepares and serves appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared.
3. Prepares and assembles a variety of hot and cold entrées fruits, vegetables, and other foods.
4. Follows written menus, production records and production standards.
5. Follows recipes for consistent quality and cost effectiveness. Provides feedback to supervisor regarding recipes.
6. Prepares food service facilities for the serving of food.
7. Minimizes waste.
8. Operates a variety of standard kitchen equipment such as a cash register, ovens, steamer, dishwasher, food warmer, steam-jacketed kettle, steam table, and wrapping/sealing machine following proper procedures.
9. Assures that serving lines are properly stocked with adequate food, beverages, and supplies.
10. Serves food from steam table or cold counter.
11. Coordinates the Nutrition Services operations of a school kitchen and cafeteria.
12. Leads the preparation, display, service and sales of food to students and staff.
13. Directs the work of all Nutrition Services Assistants at the site. Plans work schedules and coordinates daily work for efficient use of labor.
14. Oversees all inventory and procurement functions for the site. Completes weekly forecasts for ordering and then submits orders in Nutrition Services software. Adjusts forecasting and ordered amounts as needed taking into account customer preferences, inventory on hand and the need to minimize waste.
15. Plans meal production according to weekly forecasts and adjusts as needed.
16. Follows and ensures that all staff follow Nutrition Services Department Hazard Analysis Critical Control Point (HACCP) standard operating procedures (SOPs) for food safety and sanitation in the receiving and storage of supplies; in food preparation; in storage, disposal or donation of leftovers; in cleaning and maintaining equipment.
17. Inspects kitchen and cafeteria areas daily to assure compliance with health, safety and sanitation requirements and regulations.
18. Monitors and inspects equipment operation and reports concerns and needs.
19. Works with District nurses, parents and NS Supervisors to update and monitor the status of students with documented special diet needs.
20. Maintains required records for forecasting, ordering, production, inventory, meal and sales accounting and temperature logs.

21. Inspects food and/or supply deliveries, verifying and documenting quantity, quality, and specifications.
22. Oversees batch cooking as needed on a daily basis.
23. Communicates with students, staff, faculty, and outside organizations to exchange information, receive suggestions, respond to inquiries, and resolve issues related to food service.
24. Trains and assists Nutrition Assistants in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
25. Schedules and facilitates periodic meetings with kitchen staff.
26. Performs cashier functions using NS software: Enters computerized meal accounting and sales data, verifies checks collected, closes and reconciles tills.
27. Ensures that all staff is rotated through various positions in the kitchen so that all are trained in every area of food preparation and service.
28. Participates, plans and prepares for special events such as senior breakfasts, registration days, and back-to-school nights.
29. Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site Nutrition Services operations.
30. Prepares a variety of documentation (e.g. production records, staff training, employee performance, timesheet verifications, etc.) for the purpose of providing written support and/or conveying information.
31. Participates in required hours of annual continuing education, per federal law.
32. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
33. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma or equivalent.
2. Must have received lead and manager training in order to provide direction, leadership, and planning for Nutrition Services programs which include the complexities of a comprehensive high school or large-sized service model.
3. Must pass a criminal background check.
4. Must pass a required physical examination.
5. Must be able to read, write, and speak English.
6. Must be able to read, understand, and follow multi-step written and verbal instructions in English.

7. Must be able to perform basic math sufficient to complete routine addition, subtraction, multiplication, division, percentages and fractions computations with ease and accuracy.
8. Must possess a valid Food Handlers Card.
9. Must be able to record data.
10. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.
11. Must be able to attend mandatory trainings, scheduled in-services, and educational events sponsored by the Beaverton School District outside of regular hours.
12. Must possess computer skills using basic functions of e-mail, word processing and spreadsheet software.

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Working Conditions:

The Nutrition Services Lead III works primarily in an industrial school kitchen and also works in the cafeteria/lunchroom. The Lead may or may not have use of a dedicated office space.

The work environment is often loud and includes exposure to hot surfaces and steam heat, cold temperatures in cooler/freezer areas, cleaning solvents and vibration with some equipment. Other potential exposures and hazards include but are not limited to: chemicals, fumes, communicable diseases, sharp objects, power/hand-operated equipment and machinery, pinch points, odors, and slippery surfaces.

The Lead III will frequently stand or walk (approximately 75%-80% of time) while performing kitchen food preparation duties on tile/concrete surfaces up to 2-3 miles per day. The job involves moderate to fast-paced walking to meet daily timelines.

The Nutrition Services Lead III must:

- a. *Lifting/Carrying*. Constantly lift up to 10 lbs.; frequently lift up to 20 lbs.; and occasionally lift up to 50 lbs.; and must carry loads up to 15 feet.
- b. *Pushing/Pulling*. Constantly exert a force up to 10 pounds while stocking supplies and using wheeled cart to move food and supplies; frequently exert a force of up to 20 pounds; and occasionally exert a force up to 50 lbs., and intermittently exert a force (push/pull) up to 75 lbs.
- c. *Climbing*. Infrequently climb using step stools while retrieving or replacing items in stock room, freezer or storage areas.
- d. *Bending/Twisting*. Frequently bend or twist, at waist/knees, while preparing food, removing cookware and/or supplies from lower shelf, or cleaning/sanitizing.
- e. *Kneeling/Crouching*. Occasionally kneel and crouch, removing items from lower shelves or replacing them, or cleaning below counter level.
- f. *Using hands/arms*. Constantly use both hands and both arms.
- g. *Handling/Grasping*. Constantly must reach, handle, grip, grasp and finger while performing food preparation, handling supplies and materials, cleaning and wiping.

- h. *Reaching.* Frequently or constantly extend-reach, including occasional overhead reaching.
- i. *Seeing/Hearing/Smelling/Speaking.*
 - a. Sight is required to closely inspect for work area and food product cleanliness, preparation and presentation, and to read instructions and to maintain sanitized work areas.
 - b. Hearing is required to listen for voice conversations, food preparation equipment signals, and school alarms for safety purposes.
 - c. Sense of smell required in preparing food.
 - d. Speaking is required in order to communicate with customers, colleagues, students and parents.

Work Year: 180 days, plus in-service and training.

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 10, 2016

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.