PURPOSE STATEMENT:

Under the direction of Manager-Child Nutrition Services, lead, oversee and participate in food service operations including the preparation, serving and selling of food items to meet student needs at an assigned high school or Central Kitchen site; coordinate related inventory, sanitation and record-keeping functions; train and provide work direction and guidance to assigned personnel; maintain food service facilities in a safe and sanitary condition and overseeing personnel in the performance of their job functions.

ESSENTIAL FUNCTIONS:

Oversee and participate in food service operations including the preparation, serving and selling of food and beverage items to meet student needs at an assigned school site; assure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.

Lead, train and oversee Child Nutrition Services Worker I, Child Nutrition Services Worker II and student workers; plan and direct work, schedules and arrange for relocation of personnel to cover absentees.

Coordinate food service inventory functions; estimate and order appropriate amounts of food items and supplies; oversee the receipt, storage and rotation of food items and supplies; verify accuracy of shipments; oversee and conduct daily and periodic inventories; account for student meals.

Inspect food items and supplies; verifies quantity, quality and specifications of orders and assures compliance with mandated health standards.

Prepare salads, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items; assure proper temperature of foods; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.

Heat, pan, arrange and serve food items; replenish salad bar items; stock condiments, food items, beverages and paper goods; store and rotate supplies in storage areas.

Oversee and participate in the utilization of a computer to perform cashiering transactions; receive and count money; make correct change; reconcile cash and credit receipts; maintain accuracy of meal counts; prepare bank deposits as directed.

Process free and reduced meal applications; identify and determine qualifying students; notify parents of free and reduced meal application regulations and requirements.

Collect items to be processed such as free and reduced meal applications and meal tickets.

Coordinate activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.

Operate standard food service equipment such as slicers, steamers, ovens and warmers; operate a computer and assigned software; type and input data; drive a vehicle to conduct work.

Prepare and maintain a variety of records and reports related to food items, receipts, personnel, inventory, calendars, students, sales and assigned activities.

Attend meetings, in-service training and workshops as assigned.

OTHER FUNCTIONS:

Perform related duties as assigned.
KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Methods of preparing, cooking, baking and serving foods in large quantities.
Methods of adjusting and extending recipes and proper substitutions.
Sanitation and safety practices related to preparing, handling and serving food.
General nutrition, food values, food combinations, economical substitutions and menu planning.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of training and providing work direction.
Operation of a computer and assigned software
Inventory practices and procedures including storage and rotation of perishable food.
Quality and portion control techniques.
Mathematic calculations and cashiering skills.
Proper lifting techniques.
Record-keeping and report preparation techniques.

ABILITY TO:
Lead, oversee and participate in food service operations including the preparation, serving and selling of food items.
Conduct daily inventories and order appropriate amounts of food items and supplies.
Train and provide work direction and guidance to assigned staff.
Prepare attractive, appetizing and nutritious meals for students and staff.
Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
Oversee food service cashiering functions and account for related transactions.
Determine appropriate quantities of food items to meet student needs.
Operate standard kitchen equipment safely and efficiently.
Follow and assure compliance with health and sanitation requirements.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Maintain records and prepare reports.
Complete work with interruptions.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and three years increasingly responsible experience in the preparation, cooking and serving of food in large quantities.

LICENSES AND OTHER REQUIREMENTS:
Valid ServeSafe certificate.
Valid California Class C driver’s license.
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:
Food service environment.
Subject to heat from ovens.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity.
The job requires 20% sitting, 45% walking, and 35% standing.

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

FLSA Status: Non-Exempt
Approval Date: 11/19/2009
Personnel Commission First Reading: 6/21/18
Personnel Commission Approval: 8/16/18
Salary Range: Classified-28 (Approved 10/10/17)