

POSITION DESCRIPTION

TITLE: NUTRITION SERVICES LEAD

TYPE: Classified
Hourly

REPORTS TO: Building Administrator or Nutrition Services Supervisor

POSITION SUMMARY:

In collaboration with the Nutrition Services Department, the Nutrition Service Lead will plan, participate and supervise the preparation and serving of food items that meet mandated nutritional requirements and/or request of students and school personnel.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent by OAR 581-37-030
2. 18 years of age or older.
3. Three years of successful food preparation in large quantities, menu planning, and operation and care for kitchen equipment.
4. Experience leading and directing others.

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Possess knowledge of modern methods of food preparation, health codes and sanitation principles, and nutritional requirements.
4. Works in cooperation with the Nutrition Services Supervisor, school principal(s), parents, students and other school personnel in planning and implementing all food service needs.
5. Plans, supervises, and participates in the preparation and serving of food according to the planned menu, and tested uniform recipes for the purpose of meeting student's mandated daily nutritional requirements.
6. Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
7. Maintains accurate accounting procedures and records in compliance with district, state and federal laws and regulations.
8. Directs food service workers, substitutes, student helpers and volunteers for the purpose of maximizing the efficiency of the workforce and assisting the individuals to perform their functions in a safe, sanitary and appropriate food handling techniques resulting in the service of healthy, high quality foods.
9. Reports to Maintenance and/or Nutrition Service Supervisor equipment malfunctions for the purpose of maintaining equipment in safe working order.
10. Submits to Nutrition Services Supervisor a weekly food and supply order.
11. Provides a working environment that encourages teamwork and communication to support the department mission statement and goals.

12. Inspects the deliveries of food items and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
13. Inventories food, commodities, and paper supplies for the purpose of ensuring availability of items.
14. Oversees and participates in the daily cleaning of kitchen, serving and storage areas.
15. Maintains & supervises proper food temperature requirements.
16. Responds to inquiries of students, staff, administration, and /or public for the purpose of providing information and/or direction regarding food menu items.
17. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
18. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
19. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
20. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
21. Assists parents and community members as needed.
22. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
23. Complies with professional development activities as required by the District.
24. Holds expectations for high performance of self and students.
25. Demonstrates computer literacy and operates software programs as related to job responsibilities.
26. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
27. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
28. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
29. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. Possess and maintain a Food Handlers Card.
2. Criminal Justice Background Check.
3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to obtain a First Aid and/or CPR Card or be a Designated First Aid Provider.
8. May be required to translate and/or interpret.
9. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No
If yes, see addendum to Nutrition Services Lead description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged, with salary according to current schedule.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date