



LOMPEC UNIFIED SCHOOL DISTRICT

CHILD NUTRITION SERVICES WORKER-SITE LEAD I

JOB SUMMARY:

Under the direction of the Director and/or Supervisor-Child Nutrition Services, lead, provide work direction to assigned staff and participate in food service operations including the preparation, serving and selling of food items to meet student needs at an assigned high school 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.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Child Nutrition Services Worker- Site Lead I 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 site. The Child Nutrition Services Worker- Site Lead II is a single incumbent classification and leads, provides work direction to assigned staff, and participates in food service central kitchen operations including the ordering and preparation of food items to meet student needs at District and contracted school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides work direction to assigned staff 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; manage the receipt, storage and rotation of food items and supplies; verify accuracy of shipments; manage 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.
- Provide work direction to assigned staff and participate in the utilization of a computer to perform cashing 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 DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to:

Licenses and other Requirements

- Valid Serve Safe 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.

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.

Child Nutrition Services Worker-Site Lead I

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 timelines.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain records and prepare reports.
- Complete work with interruptions.

WORKING CONDITIONS:

Work Environment:

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

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 28