

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.

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 site
- 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

- State and Federal 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 stand for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- 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
- 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

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.