

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHILD NUTRITION - CENTRAL KITCHEN - LEAD**

#### **BASIC FUNCTION:**

Under the direction of the Director-Child Nutrition Services, plan, organize and oversee the preparation and transportation of meals and catering orders at an assigned central kitchen; coordinate and perform duties related to inventory, sanitation and record-keeping functions; train and provide work direction and guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Lead, oversee and participate in food service operations including the preparation, transportation and selling of food items to meet District needs at an assigned central kitchen site; assure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.

Determine appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items; assure compliance with food quality standards including appearance and nutritional requirements; assure meals are prepared in a timely manner.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure accuracy, completeness and compliance with established specifications; check food counts for accuracy; assist assigned personnel when running behind schedule; arrange for substitute staff as needed; may provide input for employee evaluations.

Prepare food items and utensils for distribution and transportation to other school sites according to individual school needs as assigned by the position; review and verify quantities of outgoing shipments.

Perform opening duties as assigned; unlock doors, open freezers, refrigerators and storage as assigned; turn on lights and warmers as needed; complete related pull and production paperwork as assigned.

Prepare and maintain a variety of records and reports related to food items, menus, receipts, personnel, inventory, calendars, students and assigned activities; process catering orders as assigned.

Communicate with students, staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; check emails regularly and respond accordingly; initiate and receive phone calls related to assigned activities.

Coordinate food service inventory functions; estimate and order appropriate amounts of food items and supplies; order produce and supplies for catering; oversee the receipt, storage and rotation of

food items and supplies; oversee and conduct regular inventories as assigned; check temperatures in freezers and refrigerators regularly.

Operate standard food service equipment such as slicers, ovens, refrigerators, thermometers, food scales, food processors, can openers, dish washers and warmers as assigned; operate a computer, assigned software and assigned office equipment and input data as required.

Maintain kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; operate dish washers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned; arrange for repairs on related equipment as needed.

Attend and participate in meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE 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.

Applicable laws, codes, regulations, policies and procedures.

Inventory practices and procedures including storage and rotation of perishable food.

Quality and portion control techniques.

Mathematic calculations.

Proper lifting techniques.

Record-keeping and report preparation techniques.

**ABILITY TO:**

Lead, oversee and participate in food service operations including the preparation, transportation and selling of food items to meet District needs at an assigned central kitchen site.

Conduct regular inventories and order appropriate amounts of food items and supplies.

Interpret, apply and explain laws, rules, regulations, policies and procedures.

Train and provide work direction and guidance to assigned staff.

Prepare attractive, appetizing and nutritious meals for students and staff.

Follow, adjust and extend recipes.

Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.

Operate a computer and assigned software.

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, safety 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.  
Perform mathematical calculations quickly and accurately.  
Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in food service including experience in the preparation of food in large quantities and cooking.

**LICENSES AND OTHER REQUIREMENTS:**

Valid ServSafe certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment.  
Subject to heat from ovens.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Sitting, standing or walking 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.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017