

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHILD NUTRITION - HIGH SCHOOL KITCHEN - LEAD**

#### **BASIC FUNCTION:**

Under the direction of the Director-Child Nutrition Services, plan, organize and oversee the preparation and serving of breakfast, lunch, after school snacks, catering events and field trip or club lunches at an assigned high school site; coordinate and perform duties related 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, cooking, baking, serving and selling of food items to meet student needs at an assigned high school 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 for cooking, baking and preparation; assure compliance with food quality standards including appearance and nutritional requirements; assure meals are served 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 with duties as needed to maintain established timelines.

Perform opening duties as assigned; unlock doors, turn on lights and warmers as needed; load and unload ovens; count out items needed for breakfast.

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.

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

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

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; assure vending machines are stocked as assigned by the position.

Count monies and balance cash boxes for assigned sites; prepare lunch counts and send report to appropriate personnel.

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.

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.

Attend and participate in a variety of 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 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, cooking, baking, serving and selling of food items to meet student needs at an assigned school 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.

**LICENSES AND OTHER REQUIREMENTS:**

Valid ServSafe certification.  
Valid First Aid and CPR certification within designated probationary period.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and 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