

## CHILD NUTRITION SERVICES LEAD I

### DEFINITION

Under general supervision, assume responsibility for the operation of an elementary school serving kitchen, continuation or satellite school site; perform daily food service operational activities including ordering, receiving, food storage, food preparation, and serving of meals; lead, train and monitor food service staff to ensure quality controls, food safety, and exceptional service to students; comply with mandated health and school nutrition regulatory requirements; perform other related work as assigned and/or required.

### ESSENTIAL FUNCTIONS

Oversee food service operations and activities at an assigned elementary school, continuation, or satellite school site; establish and maintain school site food service time lines and priorities; assure food service activities comply with established laws, codes, regulations, policies, standards and procedures; perform all tasks to include ordering, planning, receiving, storing, preparing, selling, and serving hot and cold food items to meet required demands; train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work progress for accuracy, completeness, and compliance with established standards and procedures; determine appropriate quantity of food items for preparation; coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards; assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition and break down boxes and discard them where applicable; inspect and review food preparation and serving areas to assure appropriate health and safety standards; prepare, cook, bake, heat and serve a variety of food items as needed; participate in stocking, cleaning and sanitizing activities; participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations, transfers, inventory, food and storage area temperatures; lead and direct the monitoring and recordkeeping of food temperatures to assure food safety and quality standards; maintain inventory and routine records as directed, prepare reports including menu production records, food preparation, end of day reports, and cash deposits; operate standard office equipment including a computer and assigned software; utilize various food service operations; read and interpret standardized menus, recipes, and safe food practices; inspect and confirm deliveries of food supplies for accuracy and quality; monitor food safety process and protocols; provide and support a positive climate of customer service in all interactions and communications with students, District staff, families, and community members; test new products, participate in marketing studies of food items and distribute program evaluation materials; complete the federal regulatory school nutrition professional development training requirements; attend meetings as directed.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Organization and direction of food service operations and activities;  
Principles and methods of quantity food service preparation, serving and storage;  
Methods of adjusting and extending recipes and proper substitutions;  
Sanitation and safety practices related to handling, cooking, baking, and serving food;  
Applicable laws, codes, regulations, policies, and procedures;  
Proper methods of storing equipment, materials, and supplies;  
Inventory control and forecasting;  
Basic methods and procedures for requisitioning, receiving, and storing food and supplies;

Knowledge of (continued):

Basic arithmetic, record keeping, and money handling utilizing electronic point of sale software;  
Leadership techniques;  
Principles of training and providing work direction;  
Operation of a computer and assigned software.

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;  
Independently perform assigned responsibilities on own initiative without close supervision;  
Conduct daily inventories and order appropriate amounts of food and supplies;  
Interpret, apply, and explain laws, rules, regulations, policies and procedures;  
Train and provide work direction and guidance to assigned staff;  
Communicate effectively with student population;  
Safely and efficiently operate equipment found in a food serving kitchen;  
Oversee food service cashiering functions and account for related transactions;  
Count money, make change and make accurate arithmetic calculations;  
Add, subtract, multiply and divide quickly and accurately;  
Learn and follow health, safety, and safety sanitation regulations;  
Read, follow, adjust, and extend recipes as needed;  
Maintain accurate and complete records;  
Communicate effectively, both orally and in writing;  
Establish and maintain cooperative working relationships with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community;

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in nutrition, quantity food preparation, or related areas.

Experience:

One year of experience as a cafeteria worker in institutional food service, or the equivalent.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license, qualify for insurability with the District's insurance carrier. Must possess and maintain a valid Servsafe Manager certificate.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting and/or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate hand and power-driven kitchen appliances and equipment. Ability to bend, stoop, grasp, push, pull and reach. Reaching overhead, above shoulders and horizontally.

Working Conditions:

Regularly work in variable indoor and outdoor conditions; extended periods of standing and/or walking and work in areas of variable temperature conditions. Regular exposure to knives, slicers, and cleaning

Working Conditions (continued):

agents and pesticides. Heat from cooking equipment, cold from walk-in refrigerators and freezers.  
Exposure to very hot foods, equipment, and metal objects.

Pre-placement Physical: Class I

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