

TITLE OF POSITION: Lead Line
CLASSIFICATION: Nutrition Services
LOCATION: School Buildings
SUPERVISOR: Director of Nutrition Services and Building Principal
SALARY RANGE: Placement on Classified Salary Schedule

DUTIES AND RESPONSIBILITIES:

1. Performs duties including preparing food for serving such as but not limited to fruit, vegetables, and other menu items as directed by the kitchen lead or other supervisory authority.
2. Ensures the quality, safety, and presentation of all prepared food items according to district standards.
3. Keeps workstations in a neat and orderly condition. Assists cook with daily record of prepared food items, keeping accurate recipes, production records, and information for substitutes. Ordering all food for the kitchen; including food from transport kitchen.
4. Practices all appropriate and mandated sanitation and health standards including but not limited to:
 - Maintaining all products to proper temperature
 - Sanitizing equipment and work surfaces to avoid cross contamination of raw foods including meats, vegetables and any other food items
 - Following HACCP procedures when handling raw chicken, pork and beef
5. Prepares next day menu items, assists in ordering supplies and inventory.
6. Safely operates commercial kitchen equipment.

Each of the positions in the Nutrition Services Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

QUALIFICATIONS/ABILITIES:

1. High school diploma or G.E.D. required.
2. Ability to read, write, understand and carry out oral/written directions as well as demonstrated ability to do basic mathematic calculations.

3. Demonstrated knowledge of district policies, procedures relating to Nutrition Services as well as the federal, state and local laws/requirements in the following areas:
 - a. Breakfast and lunch menu patterns, USDA rules and regulations.
 - b. Proper methods of preparing (including baking) ingredients in large quantities.
 - c. Ability to fill in for the cook as required on an infrequent basis.
4. Ability to perform physical requirements of the position including:
 - a. Occasional lifting (up to a maximum of 40 pounds)
 - b. Reaching overhead
 - c. Climbing on ladder or stool as required
5. Demonstrates positive interactions with staff, students, and public.
6. Must hold a current valid food handler's permit.
7. Membership in WSNA is preferred.
8. Must be first aid certified. New hires must be able to obtain first aid certification within 90 days of hire.
9. Must be able to promote nutrition education in kitchen and classroom.
10. Must be self-motivated and capable of working in a team setting.

A written test and/or performance may be administered as part of the selection process.

This position is covered by a collective bargaining agreement and is therefore subject to all of the elements of that agreement as well as all Cheney School District policies and procedures. Copies of these documents are on file in the workplace upon request.