

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES CENTRAL KITCHEN LEAD

BASIC FUNCTION:

Under the direction of an assigned supervisor, lead and participate in various duties in quantity preparation, packaging, cooking and baking of foods for assigned District programs at a central kitchen site; maintain food service facilities, equipment and utensils in a clean and sanitary condition; train and provide work direction and guidance to Central Kitchen personnel and other assigned personnel; estimate and order appropriate amounts of food items and supplies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in large quantity preparation, packaging, cooking and baking of foods for assigned District programs at a central kitchen site; prepare food for distribution to school sites and assure proper quantities as assigned; assure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures; assure compliance with food quality standards including appearance and nutritional requirements.

Train and provide work direction and guidance to Central Kitchen personnel and other assigned personnel; assign employee duties and review work to assure accuracy, completeness and compliance with established requirements; make requests for substitutes as needed.

Determine appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items for cooking, baking and preparation; estimate and order appropriate amounts of food items and supplies; collect, combine and submit food orders for various assigned District sites/programs; submit work orders as needed.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; wash pots, pans, trays and kitchen equipment as assigned; clean serving counters, food containers and other food service equipment.

Maintain and prepare routine records and reports related to assigned activities including menu production sheets, meal count reports and temperature logs; prepare transport logs as assigned; collect meal participation records from assigned District sites/programs.

Prepare fruits, vegetables, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items as assigned; open cans; replenish containers as necessary.

Communicate with personnel, students and outside agencies to exchange information and resolve issues or concerns.

Operate standard food service equipment such as slicers, ovens, can openers, dishwashers, mixers, packaging machines, warmers and kettle cooking equipment; operate large-scale heavy duty and specialized kitchen equipment as assigned; operate office equipment including a computer, assigned software and a printer; drive a District vehicle to conduct work.

Open and/or close the kitchen according to established procedures; unlock assigned gates, doors, refrigerators and turn off alarms as assigned.

Order, receive and inventory food and supplies according to established guidelines; perform meal counts as assigned.

Attend meetings and trainings related to duties as assigned.

Submit food order for Central Kitchen sites and programs in the absence of the supervisor as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods of quantity food service preparation, servicing and storage.
- Sanitation and safety practices related to preparing, handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Standard kitchen equipment and utensils.
- Principles and practices of training and providing work direction.
- Oral and written communication skills.
- Basic math and cashiering skills.
- Operation of a computer terminal.
- Proper lifting techniques.
- Record-keeping and inventory techniques.

ABILITY TO:

- Lead and participate in quantity preparation, packaging, cooking and baking of foods at a Central Kitchen site.
- Serve food in accordance with health and sanitation regulations.
- Follow and assure compliance with health and sanitation requirements.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Operate standard kitchen equipment safely and efficiently.
- Perform cashiering duties as assigned.
- Determine appropriate quantities of food items to meet student needs and submit food orders.
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Train and provide work direction and guidance to assigned staff.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Wash, cut, slice and assemble food items.
- Make basic math computations.
- Maintain various records and prepare reports related to assigned duties.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent

Experience: Four years of increasingly responsible experience in the preparation, cooking, and serving of food in large quantities

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Certification.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Food service environment.

Subject to heat from ovens, cold from walk-in refrigerators and freezers.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Lifting, carrying, pushing, or pulling heavy objects.

Standing and walking for extended periods of time.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above the shoulders and horizontally.

Seeing to monitor food quality and quantity.

Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to heat from ovens and cold from freezers.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.