



JOB DESCRIPTION
Nutrition Services Lead

Reports to:	Nutrition Services Manager	Employment Group / Salary Range:	Classified Range D
Dept:	Nutrition Services	FLSA:	Non-exempt
Annual Work Days	183	Formal Review Date: Board Approval Date:	4/14/2023 6/05/2023

PRIMARY FUNCTIONS

Under general supervision, leads, oversees and performs the preparation and service of food in a satellite food service kitchen or cafeteria; receives prepared food and ingredient deliveries and ensures proper storage; cleans kitchen equipment, utensils and work area; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Prioritizes workload and monitors work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Oversees and participates in cashiering and food service.
- Accepts, inspects and signs for deliveries; maintains inventories of food and equipment; stores food following established protocols.
- Maintains accurate records of supplies and food items prepared and sold.
- Responsible for the security of their assigned kitchen to include but not limited to securing storage of cash drawer, laptop and all interior doors.
- Operates kitchen equipment and other kitchen devices; washes dishes and equipment; maintains proper care and sanitation of the kitchen and kitchen equipment.
- Assists in training and directing of personnel during the normal course of operation.
- Place food orders as needed.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or the equivalent and at least one year of experience working as a nutrition services assistant in a school nutrition program or the food service industry; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- California Food Handler Card/Certificate is required and must be maintained during the course of employment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Practices and techniques used in food service operations in Pre K-12 educational environments.
- Sanitation and safety requirements in food preparation, handling and storage.
- Use and maintenance of standard food serving utensils, appliances and equipment.
- District rules, regulations and requirements related to food service operations and cash handling.
- Basic English and mathematics.
- Basic computer operations.

Skills and Abilities to:

- Provide lead-level direction and perform the duties of Nutrition Services staff in a satellite location.
- Adhere to all food safety and workplace safety practices.
- Receive and control cash and other forms of payment used in district cashiering.
- Analyze situations and take appropriate action regarding routine/emergency procedural matters without immediate supervision.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.
- Work efficiently during rush conditions.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 35 pounds, occasionally required to lift up to 50 pounds, and move 75 pounds on a rolling cart. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read documents; analyze and solve problems; use basic math; learn and apply new information and skills; work on multiple, concurrent tasks; work with frequent interruptions.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works in a kitchen or cafeteria environment where the noise level is usually moderate. The employee occasionally works in extreme heat or cold. The employee is occasionally exposed to toxic or caustic chemicals and biological hazards.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed