

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: CHILD NUTRITION LEAD

SALARY RANGE:	Range 10	DIVISION:	Classified
DEPARTMENT:	Food Service	LOCATION:	Various Locations
REPORTS TO:	Direct. of Nut. & Student Welfare	WORK YEAR:	School days only + 1 in-service day
APPROVED BY:	Governing Board	DATE:	December 14, 2022

SUMMARY: Serves under the direction of the Director of Nutrition and Student Welfare and is responsible for planning, organizing, and overseeing the activities and operations of an assigned nutrition center, including food preparation and service, and providing work assignments to other nutrition staff. The Site Nutrition Lead, assists with determining quality of food to be ordered and/or prepared and adjusts food qualities to ensure all students are able to receive a healthy, well-balanced meal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

1. Lead Food Service Department in the absence of the Director of Nutrition and Student Welfare.
2. Plan, organize, and oversee the operation of an assigned nutrition center. Assist with planning and organizing daily work load among staff, prepare day-end procedures, open and close the nutrition center, and ensure that it is secured.
3. Assist with training of employees on the safe and proper use of machinery, technology, cash register, and other equipment used in the Food Service Department.
4. Perform cashiering duties.
5. Assist with planning menus that meet the standards of the National School Lunch Program.
6. Assist the Director of Nutrition and Student Welfare ensuring compliance with state and federal regulations and maintaining standards of efficiency and sanitation in food preparation.
7. Monitor compliance with safety issues throughout the kitchen.
8. Monitor critical control points under the Child Nutrition Hazard Analysis and Critical Control Point (HACCP) plan, including freezer and refrigerator temperatures.
9. Be responsible for the overall preparation of meals.
10. Assist with preparing orders of food, supplies, equipment, and other materials needed for the Food Service Program and have such orders approved by the Director of Nutrition and Student Welfare.
11. Be Responsible for maintenance and cleaning of cafeteria equipment.
12. Ensure all transportation records and meal counts are accurate and properly reported/documented for CNIPS reporting.
13. Share in the responsibility of maintaining sanitary conditions in the cafeteria.
14. Inventory control for the school site cafeteria, record amounts of prepared, used, and left over food on a daily basis; prepare a variety of reports and records including sales, daily reports, and production/transportation records.
15. Prepare snack trays for all snack programs, rosters, production records, and perpetual inventories

for snack program.

16. Prepare daily transport sheets for preschool, vended meals, and contract school lunch programs being prepared from the assigned school site.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: An AA degree in Food Service, Restaurant Management, Nutrition, or closely related field desired. High school diploma or General Educational Development (GED) equivalency certificate is required and one (1) year of related experience and/or training in school, hospital, or corporate food service or related field are required skills for this position.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, state and federal food service directives, flyers, and regulations. Ability to complete forms legibly and with accuracy. Effectively communicate in writing when required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to count money and prepare deposit in the absence of the Director of Nutrition and Student Welfare.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES: Valid California Driver's License (required by the first day of service). First Aid Certificate is preferred. Food Service licenses or certifications as, required by the State of California and the Federal Lunch Program by the date of hire.

OTHER SKILLS AND ABILITIES: Ability to operate a personal computer and related software desirable. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and board policies.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously

interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.