

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION SERVICES LEAD-SNACKBAR/FOOD COURT

BASIC FUNCTION:

Under the direction of the Director of Child Nutrition Services, organize and direct the activities and operations of the Snack Bar/Food court. Responsible for all service and activity in the area assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, prioritize, assign, supervise and review work of assigned staff responsible for providing food service operations for a self-contained site.

Participate in the selection of food service staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare and maintain various records and reports as required by the Food Service Office including inventory, personnel, sales, meals served, monies collected, stock requisitions, daily reports, work schedules, menu production worksheets, etc.

Establish schedules and methods to maximize efficiency and quality within the food service operations; implement policies and procedures.

Supervise and participate in the preparation, serving, and storage of food in accordance with district and sanitation requirements, assuring compliance.

Supervise and assist in the preparation and serving of meals to students, staff, and guests.

Perform a wide variety of duties as needed to assure timely preparation and serving of meals.

Plan, order, and supervise the preparation of food items for special events and catering.

Maintain the kitchen in a safe and sanitary condition.

Plan, organize and order food items and supplies; receive, inspect, and accept deliveries; review invoices and submit them to Food Service Office.

Confer with District Food Service staff and site administrators regarding operations and cafeteria conditions, needs, and schedules.

Operate a wide variety of equipment and machines, including slicer, chopper, steamer, mixer, oven, dishwasher, etc.

Attend meetings relating to food service operations.

Use a computer for various functions within the food service operation.

Perform related duties and responsibilities as required or assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Methods of planning, organizing, prioritizing, scheduling, and coordinating custodial services activities.

Principles and methods of quantity food preparation, serving, and storage.

Operations, services and activities of a school site food service program.

Methods of computing food quantities required by weekly or monthly menu.

Maintenance and operation of standard cafeteria appliances and equipment.

The sanitation and safety procedures of the district, and state and local laws.

Principles of nutrition and planning.

Standard weights and measures used in food preparation.

Principles of cost control and record keeping.

USDA and state reimbursement programs

ABILITY TO:

Supervise, organize, and review the work of assigned food service personnel.

Select, supervise, and train staff.

Understand and explain district food service policies and procedures.

Keep accurate and detailed records and prepare written reports on a timely basis.

Understand and implement oral and written instructions.

Requisition and order proper quantities of food and supplies for economical operation.

Extend, reduce, or adjust recipes to prepare proper quantities.

Communicate clearly and precisely, both orally and in writing.

Prepare and serve high quality food utilizing standardized recipes within budget limitations.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in the Child Nutrition fields including lead experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Subject to fumes, dust and odors.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Sitting, standing and walking for extended periods of time.

Dexterity of hands and fingers to operate a computer and equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials.

Lifting and carrying heavy objects.

HAZARDS:

Exposure to chemicals and fumes.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: December 19, 2024