

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: April 21, 2010  
Revisions Approved: November 20, 2024  
Salary Schedule: 20, Row: 19

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE: LEAD NUTRITION SERVICES ASSISTANT**

**JOB PURPOSE STATEMENT:** Under the supervision of the Director of Nutrition Services or Designee, monitor and oversee the food service programs; provide daily direction, technical guidance, and training to Nutrition Service Assistants (NSA's) and others (e.g. substitutes, student workers) at an assigned school site and ensure compliance with nutritional requirements of governmental regulatory agencies and the district.

### **JOB FUNCTIONS:**

- Assign duties, responsibilities and work stations in accordance with NSA's job functions.
- Train NSA's and others in food preparation, service, sanitation and safety procedures.
- Review, generate, and maintain site paperwork and records, including daily food production, student participation records, sales reports, invoices and other statistical data as it relates to all aspects of the nutrition services program.
- Coordinates completion and submission of timesheets to administrators and the District Office.
- Notify the Director of Nutrition Services or Designee of kitchen equipment failure.
- Coordinates coverage for absences and vacancies when necessary.
- Manage the rotation of stock, order food and supplies to maintain appropriate levels of inventory.
- Plan, receive, store, prepare, sell, and serve hot/cold food items in accordance with established menus and standardized recipes, standard operating procedures, and safe food-handling practices.
- Setup and replenish foods at serving stations, salad bars and buffet meals.
- Implement portion control and assist in monitoring student meals to ensure USDA compliance for a reimbursable meal.

## JOB TITLE: LEAD NUTRITION SERVICES ASSISTANT

Page 2

- Maintain production records to determine food usages and accurately forecast future food production to reduce food waste.
- Record various food and equipment temperatures and maintain temperature logs on a daily basis; when necessary, implement corrective action for any temperature discrepancies
- Perform cashiering duties to include operating point-of-sale terminals, assure accuracy of daily cash receipts, count and wrapping of money, and prepare bank deposit slips along with daily reports of meals served.
- May work with school site administration and staff to resolve food/cafeteria related issues.
- Prepare and unload food service carts for service at designated sites on campus.
- Clean, wash and sanitize equipment (i.e. pots, pans, ovens, counters, warmers, etc.)
- Remove trash as necessary.
- Store food in designated containers and storage areas to prevent spoilage.
- May drive a vehicle to school sites and transport food and supplies when needed.
- Performs other job related duties as assigned.

### JOB QUALIFICATIONS:

#### Knowledge of:

- Principles and methods of quantity food preparation, distribution, and storage
- Approximate and correct methods of cooking, baking, and serving of large quantities of food
- Institutional kitchen equipment and utensils
- Safe food-handling practices and procedures in a cafeteria in accordance with County, State and Federal regulations and policies, including the USDA Professional Standards
- Methods employed in the use, cleaning, sanitation, and maintenance of modern kitchen and cafeteria service equipment
- Modern office practices and procedures including filing systems, telephone operator techniques and software programs
- Basic budgetary principles and practices including methods of financial record **keeping**
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, inventory, and ordering

## JOB TITLE: LEAD NUTRITION SERVICES ASSISTANT

Page 3

- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations
- Appropriate safety and security precautions, practices, and procedures
- General customer service skills
- Basic techniques of guidance and leadership

### Ability to:

- Communicate effectively with vendors regarding order status, delivery schedules, and any concerns.
- Maintain current ServSafe Food Protection Manager Certificate.
- Operate a variety of cafeteria and kitchen equipment (i.e. mixer, slicer, warmers), utensils, measuring devices and appliances (i.e. oven, freezer, dishwasher) in a safe and efficient manner
- Count money, make change and operate or learn to operate a computerized cash register
- Makes standard arithmetical calculations with speed and accuracy
- Accurately generate and compare data
- Detect errors, proofread and troubleshoot
- Learn to guide, organize and schedule the work of others
- Provide training and safety direction/instruction
- Cook and prepare food in large quantities
- Maintain clear and comprehensive records
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Use independent judgment
- Understand, interpret, and carry out oral and written directions
- Communicate effectively using correct grammar
- Establish and maintain effective working relationships
- Learn and utilize new and current technologies
- Maintain confidentiality of privileged information
- Provide excellent customer service (e.g. answering phones, assisting students and staff)

### EDUCATION:

- Graduation from high school or equivalent

EXPERIENCE:

- Three (3) years of nutrition services experience preferably in a public setting. Lead or supervisory experience preferred.

LICENSES, CERTIFICATIONS, and/or TESTING:

- ServSafe Food Protection Manager Certification required
- Valid Driver's License required
- Evidence of driver insurability during the course of employment

WORKING CONDITIONS:

Environment:

- Cafeteria/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work
- Noise
- Indoor/outdoor
- Exposure to cold/heat from freezers, walk-in refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.

Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Working in a cramped or restrictive work chamber
- Working around and with machinery having moving parts
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

JOB TITLE: LEAD NUTRITION SERVICES ASSISTANT

Page 5

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking and standing for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders
- Medium work: lifting, carrying, pushing and/or pulling up to approximately 50 pounds

Revised: August 20, 2024

Negotiated: November 1, 2024