

CLASSIFIED JOB DESCRIPTION

CHILD NUTRITION SERVICES IV

JOB SUMMARY:

Under general supervision, directs the staff and the flow of work in a fast-paced centralized facility that prepares food for multiple satellite kitchens as well as for their own student population. Coordinates and consolidates data for multiple satellite kitchen sites for the purpose of estimating quantities of dry frozen food, fresh produce, and other items from central warehouse and approved vendors. Utilizes knowledge of planning, record keeping, and related tasks in order to take charge of a centralized facility that supports multiple satellite sites.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, and directs the food preparation at a centralized facility.
- Orders supplies with partial data, relying on past records and judgment.
- Creates and implements a filing system for paperwork.
- Prepares and cooks food for serving.
- Directs the work of site Child Nutrition Services (CNS) staff in preparing, serving, and storing food, and washing and cleaning kitchen equipment to meet sanitation requirements.
- Oversees the preparation of quality food and the dispatching of food and supplies to multiple satellite sites.
- Uses objective and subjective criteria, quantitative, qualitative, and conceptual analysis to estimate the quantity of food to send to satellite sites.
- Assembles transport inventory and daily reports for the satellite kitchens and combines daily reports for the central kitchens.
- Trains CNS site staff to assemble transport inventory and complete daily reports for the central facility.
- Directs the work of CNS staff in the efficient preparation of food for attractive and appetizing presentation, consistent with sanitary requirements.
- Implements procedures for the proper storage and efficient use of food and supplies.
- Prepares and maintains a filing system for written reports, District forms, signs, and other related administrative paperwork.
- Makes recommendations to CNS supervisory team in the areas of menus, cost savings, program issues, safety, and sanitation.
- Lifts cases, bags, cans, pans of food, and cleaning supplies.
- Works daily for a limited amount of time in a walk-in refrigerator and freezer.
- Works within a framework of multiple and complex regulations.
- Records and takes appropriate action upon receipt of written, electronic, telephone, and voice mail messages.
- Communicates with school office staff, CNS office, site staff, parents, community members, and satellite kitchens in a concise and professional manner while creating a nurturing environment for students.
- Answers questions of a general nature not involving interpretation of District policy or practices.
- Learns and accurately uses Point of Sale system.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of the proper methods of preparing, cooking, and storing food; health and safety rules and regulations pertaining to school establishments; nutritional and operational requirements of the National School Lunch and Breakfast Programs and related federal and state regulations; and procedures and methods of preparing food in large quantities.
- Ability and desire to achieve high standards in a fast-paced, and change-oriented work environment.
- Evidence of successful experience in commercial or institutional food preparation; directing the work of three or more employees; food ordering for multiple sites; creating and maintaining filing systems; record keeping; and preparing and serving varied and balanced menus.
- High School Diploma or GED required, and with experience demonstrating the ability to prepare large quantities of food in a fast-paced environment.
- Valid and current food handler's card permit or Servsafe Certificate of Completion.

Classified Salary Schedule: Range 25
BOARD APPROVED: 7/18/00
REVISION DATES: 04/18/06
07/01/14
07/16/23
08/09/2023