



JOB DESCRIPTION
NUTRITION SERVICES PRODUCTION LEAD



Reports to:	Nutrition Services Manager	Employment Group / Salary Range:	Classified Range K
Dept:	Nutrition Services	FLSA:	Non-Exempt
Annual Work Days	210	Formal Review Date: Board Approval Date: Revision approval date:	4/14/2023 6/05/2023 6/09/2025

PRIMARY FUNCTIONS

Under general supervision, leads and participates in the preparation and sale of food products District wide; coordinates related inventory, sanitation, and recordkeeping functions; trains and provides work direction and guidance to assigned personnel; 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.

- Requisitions foods and supplies for all District kitchens; estimates quantities of food and supplies; manages shortages and substitution of items as required.
- Leads and participates in the operation of the serving lines, including preparing, packaging and serving various food items.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- Assists in inventory and maintaining associated necessary records.
- Keeps a variety of records including work production records and time and temperature charts; assists with the preparation of menu items as needed.
- Acts as the cook, lead or Nutrition Services Assistant when short staffed.
- Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- 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 two years of experience working 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:**

- Methods and materials used in preparing and serving food.
- Food preparation methods such as washing, cutting, assembling, and wrapping foods or ingredients. Methods and procedures for preparing and serving food in large quantities.
- Use and maintenance of standard food serving utensils, appliances and equipment.
- Standard sanitation and safety practices and procedures related to preparing and serving food.
- Inventory practices and procedures including storage and rotation of perishable food.
- Principles and practices of training and providing work direction to others.
- Quality and portion-control techniques.
- Mathematic calculations and cashiering skills.
- District rules, regulations and requirements related to child nutrition and food service operations.

Skills and Abilities to:

- Provide lead-level direction and perform the duties of Nutrition Services kitchen staff.
- Adhere to all food safety and workplace safety practices.
- Estimate quantities needed to order correct amounts for economical and nutritious food service.
- Work efficiently during rush conditions.
- 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.

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 and cafeteria environments 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