

SAN YSIDRO SCHOOL DISTRICT

TITLE: Area Production Lead
DEPARTMENT: Child Nutrition Services
FLSA: Non-Exempt
REVISED: August 2022

REPORTS TO: Director of Child Nutrition Services
CLASSIFICATION: Classified (11 month)
SALARY: Classified Schedule Steps 16-20
Board Approved: August 2022

BASIC FUNCTION: Under the direction of the Director of Child Nutrition Services, the area production leads participates in, and assumes the responsibility for the efficient and cost effective operation of multiple cafeteria sites/special food service programs. The Area Production Lead is responsible for providing food and, catering services to students and adults, while maintaining costs and training employees.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Under general direction of the Director of Child Nutrition, organizes and manages food production, distribution, and serving in schools for the school district.
- Uses computer to plan and select menus from the district menu and determines quantities/changes pertinent to the assigned school cafeteria locations.
- Maintains food cost of the assigned school cafeteria locations as per the guidelines.
- Determines food and supplies requirements and exercises control over distributions and inventories.
- Maintains supplies cost as per the guidelines.
- Visits school sites on a regular basis to assess need and monitor feeding programs for quality of food served, customer service, Federal /State and county guidelines compliance of the NSLP program.
- Leads the food production for schools and programs
- Determines marketing needs for assigned schools and implements appropriate programs to maintain optimum levels of student and adult participation.
- Confers with principals, school staffs, pupils, and vendors.
- Follows the food service productivity guidelines and accordingly schedules the staff to achieve maximum efficiency, productivity in the assigned school cafeteria locations.
- Coordinates with the Director for the specific training needs for the assigned cafeterias.
- Develops training material and conducts training on ongoing basis.
- Guides and supports the work of all cafeteria employees and continuously finds ways to improve the procedures to achieve maximum efficiency at assigned cafeterias.
- Coordinates with the director in providing meal service for special events held at assigned cafeteria sites.
- Attends on-going scheduled meetings with the Director along with others.
- Maintains daily operational data including meal participation and financial records for assigned locations.
- Analyzes data and prepares a variety of auditable reports from the computer as well as manually, if required.

- Assists in taking and maintaining inventory at the district level.
- Performs other duties reasonably related to the job class.

KNOWLEDGE

- Knowledge of pertinent food service sanitation, health and safety regulations.
- Child Nutrition laws and regulations

ABILITIES

- Ability to prepare reports, maintain costs and financial records.
- Ability to analyze operational problems and to recommend and implement continuous program improvements.
- Ability to establish and maintain effective working relationships with staff, parents, pupils, and vendors.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Possession of a valid California driver's license and availability of a private automobile (mileage expense allowance provided).
- Must possess a Food Service Manager Training Certificate
- Possession of a bachelor's degree in food service management or related field and 1 year of school food service experience OR
- Five years of increasingly responsible experience within school level food service.

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.