COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES LEAD II

BASIC FUNCTION:

Under the direction of an assigned supervisor, lead and participate in quantity preparation and serving of foods at an assigned high school site including baking, serving and stocking food items; train and provide work direction and guidance to assigned personnel; lead and participate in related inventory, sanitation and record-keeping functions; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Nutrition Services Lead II classification incumbents coordinate and oversee the operation of a high school kitchen and a more diversified and complex food service program. Incumbents in the Nutrition Services Lead I classification oversee the day-to-day operation of an elementary or middle school kitchen and related food service activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Lead and participate in quantity preparation and serving of foods at an assigned high school site; assure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure accuracy, completeness and compliance with established requirements; make requests for substitutes as needed; oversee student workers as assigned.

Determine appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items for cooking, baking and preparation; assure compliance with food quality standards including appearance and nutritional requirements; assure meals are served in a timely manner; maintain awareness of student dietary restrictions and special instructions.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; wash pots, pans, trays and kitchen equipment as assigned; clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages for sale; set-up for meal service.

Order, receive and inventory food and supplies according to established guidelines; perform meal counts as assigned; submit work orders as needed.

Portion and serve food to students and staff according to established procedures and State and federal regulations; assemble various ingredients as assigned; replenish food as needed and pull inventory as needed.

Prepare fruits, vegetables, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items as assigned; open cans; replenish containers as necessary.

Perform routine cashiering duties as assigned; count money and make correct change; prepare daily deposits according to established procedures.

Maintain and prepare routine records and reports related to assigned activities including menu production sheets, meal count reports, temperature logs and substitute logs.

Communicate with personnel, students and outside agencies to exchange information and resolve issues or concerns.

Operate standard food service equipment such as slicers, ovens, can openers, dishwashers, mixers, packaging machines and warmers; operate a computer and assigned software.

Open and close the kitchen according to established procedures; unlock assigned gates, doors, refrigerators and turn off alarms as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Basic methods of quantity food service preparation, servicing and storage.
Sanitation and safety practices related to preparing, handling and serving food.
Interpersonal skills using tact, patience and courtesy.
Basic leadership skills.
Standard kitchen equipment and utensils.
Principles and practices of training and providing work direction.
Oral and written communication skills.
Basic math and cashiering skills.
Operation of a computer terminal.
Proper lifting techniques.
Basic record-keeping and inventory techniques.
Basic math.

ABILITY TO:
Lead and participate in quantity preparation and serving of foods at an assigned high school site.
Serve food in accordance with health and sanitation regulations.
Follow and assure compliance with health and sanitation requirements.
Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
Operate standard kitchen equipment safely and efficiently.
Perform cashiering duties as assigned.
Determine appropriate quantities of food items to meet student needs.
Operate a computer and assigned software.

Meet schedules and time lines.
Understand and follow oral and written instructions.
Train and provide work direction and guidance to assigned staff.
Work cooperatively with others.
Communicate effectively both orally and in writing.
Wash, cut, slice and assemble food items.
Make basic math computations.
Maintain records and prepare reports related to assigned duties.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent

Experience: Four years of increasingly responsible experience in the preparation, cooking and serving of food in large quantities.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Manager Certification.
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Food service environment.
Subject to heat from ovens, cold from walk-in refrigerators and freezers.
Seasonal heat and cold or adverse weather conditions. *(when working at kiosks)

PHYSICAL DEMANDS:
Lifting, carrying, pushing or pulling heavy objects.
Standing and walking for extended periods of time.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above the shoulders and horizontally.
Seeing to monitor food quality and quantity.
Bending at the waist, kneeling or crouching.

HAZARDS:
Exposure to heat from ovens and cold from freezers.
Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.