

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION LEAD III

BASIC FUNCTION:

Under the direction of the CNS Operations Manager, plan and organize the operation of a high volume production kitchen or a high school cafeteria; serve nutrition break snacks and lunches which have been prepared and packaged at the central kitchen including more complex food preparation at the school site; maintain work areas and equipment according to established sanitation and safety regulations; lead, and train assigned staff.

DISTINGUISHING CHARACTERISTICS:

Child Nutrition Lead III incumbents are assigned to a high volume production kitchen or a high school where the size of the operation creates a more difficult and complex level of supervision and coordination of the operation and staff. Child Nutrition Lead II incumbents are assigned to a middle school or K-8 school where child nutrition service operations are more complex and a variety of food items are available during a nutrition break and lunch period. The Child Nutrition Lead I leads and organizes the child nutrition service operations at an elementary school.

REPRESENTATIVE DUTIES:

Plan and organize the operation of a high volume production kitchen or high school serving kitchen; maintain work areas and equipment according to established sanitation and safety regulations. **E**

Serve nutrition break snacks and lunches which have been prepared at the central kitchen or at the school site; prepare fruit and salads for lunches and snacks for assigned programs according to established time schedules. **E**

Lead, train and provide input in the evaluation process of assigned personnel; determine staff work assignments; direct assigned personnel in receiving, heating, serving and storing and receiving hot foods and cleaning equipment to develop maximum efficiency and safety; deliver final food product. **E**

Maintain established standards of food preparation and service; prepare appetizing and appealing meals high in nutritive values and flavor. **E**

Sell lunches, beverages, snacks and other food items; prepare money for bank deposit and assure security of receipts; monitor free, reduced and advance payment lists according to established procedures. **E**

Operate a variety of kitchen equipment used in quantity food preparation including steam tables, hot carts, bun warmers, soft server machines, deep fat fryers, pizza ovens, vertical cutter mixer, and pizza sheeter. **E**

Complete a variety of reports and records necessary for program compliance and related to sales, food consumption, students and staff served, leftover food, cost records, food and equipment inventory and employee evaluations; provide information for financial accounting, and transport sheets. **E**

Maintain an adequate food and supply inventory; determine needs and order foods and other supplies as necessary. **E**

Prepare serving windows for sales periods and assure appropriate amounts of food throughout the serving period; place heated food in serving areas and assure service according to established schedules and time lines; requisition cafeteria commodities and food supplies for assigned serving kitchen. **E**

Receive food from central kitchen and vendors; verify quality and quantity of food and supplies according to requisitions. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of supervision and training.
- Sanitation and safety practices related to cooking, serving and storing food.
- Food values as related to a child nutrition service program.
- Health and safety regulations.
- Record-keeping techniques.
- Standard kitchen equipment, utensils and measurements.
- Proper methods of storing equipment, materials and supplies.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Lead and organize the operation of a high volume production kitchen and a high school cafeteria.
- Train and lead personnel.
- Add, subtract, multiply and divide quickly and accurately.
- Prepare and maintain records.
- Apply and enforce sanitation, health and safety regulations.
- Estimate food and supply needs.
- Compile food and supply requisitions.
- Execute portion control.
- Order, receive, heat, deliver, serve and store food and supplies.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.
Assure compliance with sanitation and supply regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years experience in planning, preparation and serving food in large quantities including two years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Incumbents are required to obtain a Food Handler's Card within one month of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Central Kitchen environment.
Heat from stoves and ovens.

PHYSICAL ABILITIES:

Standing for long periods of time.
Lifting moderately heavy objects.
Bending at the waist, kneeling or crouching to clean ovens.
Pushing and pulling to load and unload food carts.

HAZARDS:

Working around and with machinery with sharp components.