

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: CHILD NUTRITION LEAD II

#### BASIC FUNCTION:

Under the direction of the CNS Operations Manager, plan, organize and participate in the operation of a middle school or K-8 school serving kitchen; serve breakfast, 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 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. Child Nutrition Lead III incumbents are assigned to a high volume production kitchen or high school where the size of the operation creates a more difficult and complex level of supervision and coordination of the operation and staff.

#### REPRESENTATIVE DUTIES:

Plan, organize and participate in the operation of a middle 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 and packaged at the central kitchen; assemble and prepare food items on site as appropriate. **E**

Lead and participate in preparing a wide variety of sandwiches; operate a deep fryer and prepare french fries. **E**

Lead and train assigned personnel; assist in establishing work schedules; direct assigned personnel in receiving, heating, serving and storing hot foods and cleaning equipment. **E**

Sell lunches, milk 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**

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. **E**

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

Set up serving area including counters, steam tables and coolers and assure appropriate amounts of food throughout the serving period; requisition cafeteria commodities and food supplies for assigned serving kitchen. **E**

Receive food from central kitchen; verify quality and quantity of food and supplies according to requisitions; place food in refrigerator or ovens as appropriate to prepare for serving. **E**

Place heated food in serving areas and assure service according to established schedules and time lines. **E**

Count and assure proper and sanitary storage of leftover food and beverages. **E**

Clean and maintain equipment and kitchen according to established guidelines; disassemble salad bar and condiment table as appropriate.

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 middle school serving kitchen.

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.

Order, receive, heat, 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 three years experience in planning, preparation and serving food in large quantities including one year 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.