

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION LEAD I

BASIC FUNCTION:

Under the direction of the CNS Operations Manager, plan, organize and participate in the operation of an elementary school serving kitchen; serve lunches which have been prepared and packaged at the central kitchen in addition to basic food preparation and assembly at the school site; maintain work areas and equipment according to established sanitation and safety regulations; supervise, train and evaluate assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Lead I leads and organizes the child nutrition service operations at an elementary school. 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. 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 an elementary school serving kitchen; maintain work areas and equipment according to established sanitation and safety regulations. **E**

Serve lunches which have been prepared and packaged at the central kitchen in addition to basic food preparation and assembly at the school site. **E**

Lead and train assigned personnel; direct assigned personnel in receiving, heating, serving and storing 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**

Set up serving area including counters, steam tables, salad bar 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**

Child Nutrition Lead I - continued

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

Prepare and maintain various records related to inventory, sales, food consumption, students and staff served, leftover food and cost records; order food according to established procedures. **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.
- 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 an elementary school serving kitchen.
- Train and lead personnel.
- Add, subtract, multiply and divide accurately.
- Prepare and maintain basic records.
- Apply and enforce sanitation, health and safety regulations.
- Estimate food and supply needs.
- Order, receive, heat, serve and store food.
- 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 two years of experience in assisting with planning, preparation and serving food in large quantities.

Child Nutrition Lead I - continued

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 heavy objects.

Bending at the waist, kneeling or crouching to clean ovens.

Pushing and pulling to lead and unload food carts.

HAZARDS:

Working around and with machinery with sharp components.