VISTA UNIFIED SCHOOL DISTRICT

CHILD NUTRITION LEAD I

Purpose Statement

The purpose of a Child Nutrition Lead I is to provide support to the child nutrition services program at an elementary school with specific responsibilities for planning and organizing the preparation and service of food items; prepare and serve food items; maintain food service facilities in a safe and sanitary condition.

This job reports to the Director of Child Nutrition Services.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Cleans equipment and work spaces (e.g., washes pots, pans, dishes, and kitchen utensils, cleans food preparation, storage, and serving areas, etc.) for the purpose of maintaining equipment and work areas in a sanitary condition.
- Coordinates assigned site operations (e.g., creates menus, monitors meal accounts and expenditures, evaluates new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Estimates food preparation amounts and adjusts recipes for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of presenting attractive food items while complying with mandated health and safety requirements.
- Loads and unloads hot and cold carts according to established guidelines for the purpose of providing efficient food services.
- Maintains inventory of food items, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Monitors food service operations (e.g., ensures sanitary storage of leftover food and beverages, cleaning kitchen equipment, first-in, first-out of perishable items, placing food in refrigerator or ovens to prepare for serving, etc.) for the purpose of ensuring a safe, clean, and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Operates a computer and other point-of-sale equipment for the purpose of verifying student information and handling cash transactions.
- Operates a variety of kitchen equipment (e.g., ovens, hot and cold carts, steam tables, dishwashers, overlap machines, grinders, slicers, graters, coolers, can openers, commercial mixers, etc.) for the purpose of providing efficient food services.
- Orders food items, condiments, and supplies for the purpose of maintaining an adequate inventory within established nutritional and budget guidelines.
- Prepares and assembles food and beverage items (e.g., counts, measures, wraps, pans, and stores food and beverage items, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Prepares and maintains a variety of manual and electronic records (e.g., inventory and supply lists, sales, cost records, equipment logs, daily production sheets, etc.) for the purpose of providing written support and/or conveying information.
• Processes receipts for the purpose of completing and documenting transactions and/or preparing bank deposits.
• Provides work direction to staff as assigned for the purpose of ensuring that the projects are satisfactorily completed and within district specifications.
• Receives and inspects deliveries for the purpose of verifying quantity, quality, and specifications of orders and complying with mandated health and safety requirements.
• Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
• Responds to inquiries for the purpose of providing information regarding available food items and/or food service policies.
• Rotates food preparation assignments and functions for the purpose of ensuring adequate staff coverage.
• Serves food and beverage items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
• Trains assigned personnel on procedures and related services for the purpose of providing direction and developing professional and safety awareness skills.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

• adhering to safety practices;
• applying job-related codes, regulations, and laws;
• operating standard office equipment including using pertinent software applications and office technology;
• operating tools, equipment, and materials used in a commercial kitchen.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

• business telephone and email etiquette;
• interpersonal skills using tact, patience, and courtesy;
• job-related codes/laws/rules/regulations/policies;
• methods of quantity food preparation and handling;
• operating standard office equipment including utilizing pertinent software applications;
• recordkeeping and record retention practices;
• safety practices and procedures;
• use, care, and maintenance of modern kitchen and cafeteria service equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may
be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- planning and organizing work;
- preparing accurate records;
- principles of training;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; leading and guiding others in a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 5% walking, and 90% standing. The job is performed under some temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Graduation from high school or equivalent and two years of experience in assisting in planning, preparing, and serving food in large quantities.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.
Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Food Manager Safety Certification accredited by the American National Standards Institute (ANSI).

Continuing Educ. / Training

Complete a minimum of ten (10) hours of Professional Development annually, related to school nutrition as determined by the United States Department of Agriculture (USDA).

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

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Non-Exempt  Revised: 11/12/2019  Classified, Range 44