



**CLASS TITLE: DISTRICT LEAD CHILD NUTRITION
SERVICES WORKER
UNIT 2**

BASIC FUNCTION:

Under the direction of Director of Child Nutrition Services (CNS), lead, oversee, organize, and participate in District and site food service operations including: the preparation, cooking, baking, serving and selling of food items to meet student needs District-wide and at an assigned school site(s); organize and coordinate staff as needed; coordinate and order related inventory; sanitation and record-keeping functions; train and provide work guidance and leadership to assigned personnel and, when necessary, District CNS staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee, organize and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs District-wide and at an assigned school site(s); assure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.

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.

Oversee the heating, packaging and wrapping of food items according to established procedures and portion control standards; observe and assure proper quality and quantity of food served according to established procedures; assure proper temperature of foods.

Train and provide work guidance and leadership to assigned personnel and, when necessary, District CNS staff; assign employee duties and oversee work to assure accuracy, completeness and compliance with established requirements; provide input concerning employee evaluations.

When needed, review District staffing needs and assign District CNS staff.

Record and conduct monthly food service inventories; estimate and order appropriate amounts of food items and supplies; oversee the receipt, storage and rotation of food items and supplies; verify accuracy of shipments; oversee and conduct daily and periodic inventories; account for student meals.

Oversee and participate in food service cashiering activities; assure proper distribution, collection, sorting and counting of lunch tickets; prepare, balance and account for cash drawers; review and verify accuracy of receipts and transactions; prepare bank deposits as directed.

Coordinate activities and oversee personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained.

Operate standard food service equipment such as slicers, ovens, can openers, food carts, mixers, choppers, stoves, dish washers and warmers; oversee and participate in the utilization of a computer to perform cashiering transactions and input data as required.



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Prepare and maintain a variety of records and reports related to food items, menus, receipts, inventory, calendars, students, sales and assigned activities; review and verify accuracy of subordinate records.

Communicate with students, staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Open and close the kitchen according to established procedures; prepare food and beverages for sale.

Assist in the development and implementation of weekly menus according to established portion control and recipe guidelines; calculate and adjust recipes for new menu items as directed.

Attend and participate in a variety of meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing, cooking, baking and serving foods in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Sanitation and safety practices related to preparing, handling and serving food.

General nutrition, food values, food combinations, economical substitutions and menu planning.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Operation of a computer and assigned software

Applicable laws, codes, regulations, policies and procedures.

Inventory practices and procedures including storage and rotation of perishable food.

Quality and portion control techniques.

Mathematic calculations and cashiering skills.

Proper lifting techniques.

Record-keeping and report preparation techniques.

ABILITY TO:

Lead, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site.

Conduct daily inventories and order appropriate amounts of food items and supplies.

Interpret, apply and explain laws, rules, regulations, policies and procedures.

Train and provide work direction and guidance to assigned staff.

Prepare attractive, appetizing and nutritious meals for students and staff.

Follow, adjust and extend recipes.

Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.

Operate a computer and assigned software.

Oversee food service cashiering functions and account for related transactions.



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Determine appropriate quantities of food items to meet student needs.
Operate standard kitchen equipment safely and efficiently.
Follow and assure compliance with health and sanitation requirements including HACCP
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in the preparation, cooking and serving of food in large quantities.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate ServSafe Food Manager's certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.