

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION SERVICES SITE LEAD- ELEMENTARY

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, lead, oversee and participate in food service operations including the serving and selling of food items to meet student needs at an assigned elementary school cafeteria; ensure compliance with State and national guidelines related to student nutrition for breakfast, lunch and snack meal supplement programs; coordinate related inventory, sanitation and record-keeping functions; train and provide work direction and guidance to assigned personnel. Maintain compliance with Hazard Analysis Critical Control Point (HACCP) guidelines.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee and participate in food service operations including the serving and selling of food items to meet student needs at an assigned elementary school cafeteria; prepare and cook main dish items, vegetables, pastas, fruit and meat dishes for student meals; mix, carve, chop, slice, seed, wash and assemble food and food ingredients.

Plan and prepare food for service of hot meals to students and staff within State, Federal and Local guidelines; determine appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items for cooking, baking and preparation; ensure compliance with food quality standards including appearance and nutritional requirements; ensure meals are served in a timely manner and at correct temperatures as required.

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

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to ensure accuracy, completeness and compliance with established requirements.

Coordinate food service inventory functions: 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.

Prepare class sheets for daily record-keeping; enter and modify information as appropriate; ensure timely and accurate count of meals to be produced; assist in packing meals for transportation to satellite school cafeterias.

Receive meal counts for satellite schools; receive and count money, issue and collect meal cards and sell food and beverages; operate a computer terminal to input and reference related student and food service data.

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; coordinate catering functions for special school events.

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

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

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

Prepare and maintain a variety of records and reports related to food items, menus, receipts, inventory, calendars, students, sales and assigned activities; review personnel timesheets; prepare class sheets, production records, temperature logs, transport forms and inventory; complete and prepare daily cash deposits.

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; count and set-up plates, trays and utensils; stock condiments, food items and paper goods.

Set up, disassemble, clean and operate stoves, ovens, mixers, steam tables, slicers and graters.

Stock condiments, food items and paper goods before, during and between servings; order, store and rotate supplies in storage areas, receive and verify orders and store supplies; ensure proper inventory levels are maintained.

Wash and clean pots, pans, utensils and various serving equipment as necessary.

Set up prepared foods, dispense foods in proper portions.

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.

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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.
Generally apply, preparation and serving of foods according to State, Federal and Local guidelines.
Conduct daily inventories and order appropriate amounts of food items and supplies.
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.
Ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
Operate a computer and assigned software.
Count money, make change and operate a cash register.
Oversee food service cashiering functions and account for related transactions.
Determine appropriate quantities of food items to meet student needs.
Operate standard kitchen equipment safely and efficiently.
Follow and ensure compliance with health and sanitation requirements.
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 or its equivalent and two years of experience in quantity food preparation.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate ServSafe food service certificate(s).

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen, snack bar, barbecue or mobile food cart environment.
Heat from ovens, cold from walk-in refrigerators and freezers as assigned by the position.

PHYSICAL DEMANDS:

Lifting heavy canned food cases.

Stooping and bending at the waist.

Dexterity of hands and fingers to operate various kitchen equipment and utensils.

Reaching overhead, above the shoulders and horizontally to store food and related materials.

Ability to see to monitor food quantity and quality.

HAZARDS:

Heat from ovens.

Exposure to steam, very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

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