

Escondido Union High School District Job Description

Job Title: Student Nutrition Kitchen Lead I
Employee Unit: Classified Bargaining Unit
Job Family: Student Nutrition
FLSA Status: Nonexempt
Salary Level: 22
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK

To oversee the Student Nutrition Services operations at one campus kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Trains staff to follow recipes to ensure menu/recipe compliance.

Follows HACCP guidelines and procedures.

Review and revise spreadsheets and daily production sheets including production records, labor hours, time reporting, attendance, and ordering

Update inventory including pricing and product information.

Schedules work flow and may schedule substitutes or assign extended hours to existing staff to cover absences.

Prepares money for deposit in a secure manner and takes daily deposits to cashier.

Sets up computer and terminals for cashier functions and performs cashier duties.

Close out start up funds for current year; prepare new funds for upcoming year.

Prepares reports regarding number of meals sold and amounts of deposit.

Prepare signs for kitchen windows (state required signs/marketing signs).

Oversees and participates in food preparation duties.

Oversees and may participate in the preparation of bagged lunches for field trips and other outings. Prepares additional food items for other events on campus.

Monitors refrigerator temperatures and temperature logs.

Estimates and orders appropriate quantities of food items and supplies through vendors and warehouse.

Oversees and may receive, inspect and properly store delivered food items and other supplies and materials.

Processes, reviews, and validates free and reduced lunches, responds to questions from parents regarding status of application as needed.

Assist with gathering information for student applications as needed.

Communicates with administrators and site staff regarding food for special events.

Monitors cleanliness of facility.

May service after school sales

Responds to and fixes or refers (to Student Nutrition Supervisor) problems defined by Health Inspector

Troubleshoots issues and submits work orders as needed.

Summer Responsibilities (as needed basis):

When summer school is in session, serve Summer School meals for breakfast and lunch at main kitchen. When summer school is not in session, serve summer school meals at sites, parks or recreation centers as needed. Secure staff and food for preparation and serving; make bank deposits in the absence of site cashiers. Prepare daily reports for summer program.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities. Provides leadership to student nutrition workers and assistant manager in accordance with the organization's policies and procedures. Coordinates the work of all Student Nutrition Workers and Assistant Manager assigned to the site.

Responsibilities may include participation in interviews, training employees, planning, assigning, and overseeing work; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); minimum two years of school cafeteria or similar food service experience; some experience either as an assistant site manager or other position where leadership skills are used.

KNOWLEDGE OF:

Use and care of ranges, ovens, and other kitchen equipment; modern methods of quantity food preparation and serving; reading and writing communication skills; interpersonal skills using tact patience and courtesy; computer applications and ability to learn specialized software.

ABILITY TO:

Read and comprehend documents such as safety rules, recipes, order forms, correspondence, and

memos; write simple correspondence, complete forms; effectively provide information and answer questions in one-on-one and small group situations to other employees, students, administrators, parents and outside vendors; define problems, collect data, establish facts, and draw valid conclusions; understand a variety of instructions furnished in written, oral, menu or schedule form; deal with problems involving several concrete variables in standardized situations; make quick decisions.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of American money; make and count change; calculate figures and amounts such as discounts, percentages, volume, and proportions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

Professional Food Manager Certification from an accredited source.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually loud.

COMMENTS

The person assigned to this position must have the ability to work well with others and to motivate and coordinate others. Must be multi-tasked and able to perform under close timelines. Must demonstrate a genuine liking for adolescents and the ability to be firm but friendly. Must be professional in demeanor and attire.