

Escondido Union High School District Job Description

Job Title: Student Nutrition Kitchen Lead II
Employee Unit: Classified Bargaining Unit
Job Family: Student Nutrition
FLSA Status: Nonexempt
Salary Level: 20
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK

To oversee the Student Nutrition Services operations of one campus kitchen on a small or alternative school site.

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

Oversees student workers, assuring clean and safe food handling.

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

Follow HACCP guidelines and procedures.

Review/Revise spreadsheets and daily production sheets including production records, labor hours, time reporting, attendance, and ordering.

Updates inventory including pricing and product information.

Schedules work flow and may schedule substitutes to cover absences.

Prepares from recipe and cooks daily specials.

Serves students at lunch at regularly assigned work stations.

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

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

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

Monitors refrigerator temperatures and temperature logs.

Assists with making/wrapping sandwiches, making salads, etc.

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.

Maintains tally sheet of food items sold or free and reduced lunches served.

Balances cash against inventory sheet.

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

Estimates and orders appropriate quantities of supplies and food items.

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

Oversees and participates in cleaning equipment and work areas to assure that appropriate cleanliness and sanitation standards are maintained.

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.

May service after school sales.

Trouble shoots issues and submits work orders as needed.

SUMMER RESPONSIBILITIES (As needed basis only):

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. This job coordinates the work of all the Student Nutrition Workers assigned to the site.

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 of one year experience in school site food services or two years in other institutional food services.

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, menus, and recipes, understand instructions, short correspondence and memos; write simple correspondence and complete forms; effectively provide information and answer questions from students, other employees, administrators and outside vendors; react quickly to change; work well with others, take the initiative and work without direct supervision; apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; deal with problems involving several concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; calculate and count change; compute ratio, and percent; calculate figures and amounts such as percentages, proportions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

Professional Food Manager Certification from 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; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally 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 extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

COMMENTS

The person assigned to this position must be multi-tasked and support a spirit of team work. Must demonstrate a genuine liking for adolescents, and be able to relate to them as well as to a variety of adult personalities. Must be professional in demeanor and attire.