

LEAD III NUTRITION SERVICES - CENTRAL KITCHEN

DEFINITION:

Under the supervision of the Supervisor – Nutrition Service Operations, plans, organizes, leads and participates in the preparation and packaging of food; oversees the operation of the Central Kitchen in the Supervisor's absence; trains and provides work direction to assigned personnel; performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Lead III Nutrition Services-Central Kitchen performs a variety of specialized and complex work at the central kitchen requiring increased experience and requiring independent judgment and knowledge of designated policies, procedures and regulations. The Lead II Nutrition Services-Central Kitchen performs complex work at the central kitchen requiring knowledge of designated policies, procedures and regulations.

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

- Plans, organizes, leads and participates in the preparation of all food items in the Central Kitchen, including preparing main dishes and baked goods, vegetables, salads, desserts and other dishes.
- Plans, organizes, leads and participates in the packaging and preparation of foods and supplies for transportation; utilize assigned packing machines and other equipment.
- Oversees day to day production in the Central Kitchen (cooking, baking, sandwich/salad/wrap preparation).
- Oversees the assignment of employees' daily duties; recommends staffing and hours for day to day production
- Estimates and determines food and supplies needed and quantities of food to be prepared daily.
- Assists with district catering functions.
- Oversees maintenance and proper care of equipment and sanitation of the kitchen.
- Trains and provides work direction to assigned personnel.
- Prepares and distributes menu items in accordance with established guidelines.
- Assists in requisitioning, receiving and storing of food and supplies.
- Assists in inventory and maintaining necessary records, including time and temperature logs.
- Prepares required daily and monthly reports; ensures proper record keeping and inventory control of food and supplies.
- Operates Central Kitchen in Supervisor's absence.
- Oversees cleanup of general work area.
- Operates standard office equipment including a computer and assigned software; utilizes applicable food service equipment.

QUALIFICATIONS GUIDE

Knowledge of:

- High volume food production.
- Operation and care of commercial food service equipment.
- Standard sanitation and safety practices and procedures related to the preparation, serving and transporting of food.
- Standard kitchen equipment, utensils and measurements.
- Applicable laws, codes, regulations, policies and procedures.
- Inventory practices and procedures including storage and rotation of perishable food.
- Principles and practices of training and providing work direction to others.
- Quality and portion control techniques.
- Mathematical calculations and cashiering skills.
- Proper lifting techniques.
- Record-keeping and report preparation techniques.

- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- State and Federal regulations governing child nutrition programs

Ability to:

- Estimate quantities needed and to order correct amounts for economical food service.
- Prepare, cook and bake a wide variety of food in large quantities.
- Lift moderately heavy items and stand for sustained periods of time.
- Work efficiently during rush conditions.
- Supervise kitchen operations during the absence of the Supervisor.
- Understand and carry out oral and written instructions.
- Use the computer to communicate with sites, access information and place orders.
- Communicate effectively both orally and in writing.
- Maintain cooperative relationships.
- Operate standard kitchen equipment safely and efficiently.
- Follow and assure compliance with health and sanitation requirements.
- Meet schedules and time-lines.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain records and prepare reports, including temperature logs and inventory.
- Operate a variety of office equipment, including a computer and assigned software.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years increasingly responsible food service experience.

LICENSES AND OTHER REQUIREMENTS:

- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.
- Hold and maintain current ServSafe certificate or equivalent (California Retail Food Code).

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.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds with assistance.
- Dexterity of hands and fingers to operate a computer keyboard and food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

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. The noise level in the work environment is usually moderate.

Hazards include:

- 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.
- Exposure to cold due to refrigerators and freezers.