



## LEAD NUTRITION SERVICES-SECONDARY

### DEFINITION:

Under the supervision of an assigned Nutrition Services Supervisor, leads and participates in the preparation and sale of food products; coordinates related inventory, sanitation and record-keeping functions; trains and provides work direction and guidance to assigned personnel.

### DISTINGUISHING CHARACTERISTICS

The Nutrition Services Worker I classification assists in the preparation and serving of food at an assigned school site cafeteria or central kitchen. The Nutrition Services Worker II classification performs more complex food preparation and serving at a school site or central kitchen and may serve as the lead at an elementary school site in the absence of the lead. The Lead Nutrition Services Worker Elementary performs increasingly complex work and serves as a lead at an elementary site. The Lead Nutrition Service Worker Secondary performs increasingly complex work and serves the lead at a secondary school site.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned.

- Leads and participates in the operation of the speedline, including preparation, packaging and serving various food items.
- Requisitions, receives and stores foods and supplies; estimates quantities of food and supplies.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- Assists in inventory and maintaining necessary records.
- Keeps a variety of records including the work production records and time and temperature charts; assists with the preparation of menu items.
- Washes dishes and kitchen equipment.
- Maintains proper care of equipment and sanitation of the kitchen.
- Cleans carts, pots, pans, utensils, and general work area.
- Stocks condiments, food items and paper goods; oversees storage and rotation of supplies in storage areas.
- Serves as cashier, collecting money, making change and counting totals.
- Provides direction and training to staff and student workers.
- Operates kitchen in absence of the Supervisor, if applicable.
- Assists with cleanup of general work area.
- Prepares bank deposits daily.
- Operates standard food service equipment such as slicers, ovens, can openers, food carts and warmers.
- Maintains various routine records related to assigned activities as required.
- Operates a variety of office equipment including a computer and assigned software; utilize applicable food service equipment; drives a vehicle to conduct work.
- Operates an electronic point of sale system; assure accuracy of student accounts and make corrections as necessary and in accordance with established policies and procedures.
- Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

### QUALIFICATIONS GUIDE

**Knowledge of:**

- Methods and materials used in the preparation and serving of food.
- Food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
- Basic food serving utensils and equipment.
- Standard sanitation and safety practices and procedures related to the preparation and serving of food.
- 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.
- Mathematic 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.
- Oral and written communication skills
- Current Federal and State regulations governing Child Nutrition Programs and food served/sold in schools.

**Ability to:**

- Estimate quantities needed to order correct amounts for economical food service.
- Learn methods and procedures for preparing and serving food in large quantities.
- Lift moderately heavy items and stand for sustained periods of time.
- Work efficiently during rush conditions.
- Supervise the operation of the kitchen during absence of the Supervisor.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work.
- 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.
- Meet schedules and timelines.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain records and prepare reports.
- Operate a variety of office equipment, a computer and assigned software.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school and two 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 Nutrition 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.
- 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 read a variety of materials and 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:

- While performing the duties of this job, the employee is occasionally exposed to extreme heat and cold.
- 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

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