

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Food and Nutrition Lead

DESCRIPTION

Under the direction of the Food and Nutrition Supervisor, the Food and Nutrition Lead is responsible for the operation of the school cafeteria including ordering, receiving, preparing, and baking a variety of foods in large quantities according to established recipes, menus, and governmental and nutritional guidelines. Employees in this classification receive general supervision within a framework of standard policies procedures. The Food and Nutrition Lead coordinates and monitors the duties of the Food and Nutrition Assistant II and I, and Food and Nutrition Cashier. Performs the full variety of advanced journey level functions within established time constraints. This job class requires institutional cooking and baking skills, organizational skills, valid ServSafe Manager Certification, and attention to detail.

SUPERVISOR: Food and Nutrition Supervisor

TYPICAL DUTIES

1. Coordinate, train, and monitor the duties of Food and Nutrition Assistant II and I, Food and Nutrition Cashiers, and Food and Nutrition substitutes in a lead capacity to maximize efficiency and meet operational requirements.
2. Maintain defined standards of safety for personnel and sanitation for food preparation and kitchen equipment.
3. Report performance or personnel issues associated with team members to supervisor.
4. Provide resource recommendations to supervisor to ensure team is able to function properly and perform all duties.
5. Attend meetings.
6. Communicates with Food and Nutrition Supervisor, school principal, school vice principal, school staff, district staff, parents, and students regarding issues related to the site food service operations.
7. Provide input for menu development and recipes for meal programs.
8. Assist supervisor in the orientation of new employees.
9. Orders, receives, cooks, and prepares a variety of foods.
10. Receive and calculate daily lunch counts.
11. Maintain a system to receive, inspect, inventory, rotate per FIFO (First In, First Out) and store all food and supplies.
12. Reads and follows assigned recipes, converting and/or adjusting measurements and ingredients as necessary.
13. Estimates appropriate quantities of food to be used for designated recipes and menus.
14. Portions food items into individual servings that meet established federal and state guidelines; weighing and measuring proper portion sizes. Checking to make sure all students have the required components to qualify for a reimbursable meal.
15. Operate a variety of food service equipment and machines such as oven, stove, slicer, grater, steamer, dishwasher, warmers, large cooking pot and mixer; assure proper working condition of kitchen equipment; contact appropriate personnel for repair as needed.
16. Responsible for driving and keeping gas in transport vehicles; responsible for keeping vehicles clean and reporting any problems to supervisor.

17. Completes daily production sheets; maintains records related to food served, prepared, and sold. Enter sales, pre-pays and student updating on computer. Performs necessary calculations and prepares related routine reports.
18. Performs monthly inventory of unused food and supplies in storage.
19. Responsible for maintaining security of each cashier's money bag.
20. Responsible for the collection of money; make change accurately, collect and account for the money on appropriate forms and prepare necessary reports and bank deposits per department policies and procedures.
21. Responsible for unlocking/opening kitchen, turning off the alarm, and preparing the work site for the day's activities including taking and recording all temperatures, per department policy and procedures to ensure food safety and quality.
22. Maintains assigned work areas and serving counters in clean, neat, orderly and sanitary conditions.
23. Knowledge in the usage of kitchen chemicals.
24. May assist in cleaning and storage of cooking utensils and equipment.
25. Regularly use email, word, excel, Google docs, and Google sheets.
26. Monitor student allergies and coordinate with school nurse regarding special dietary needs.
27. Supervise student workers.
28. Prepare for and communicate with Health Inspector.
29. Maintain punctual and consistent attendance.
30. Follow District standards for dress, proper use Personal Protective Equipment, and hygiene standards for Food & Nutrition Services.
31. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Institutional baking and cooking practices and methods;

- Standard principles of nutrition, sanitation, and safety as it related to institutional food preparation and kitchen operations;
- Safe and proper operation and use of equipment and machines used in large quantity food preparation and serving operations.
- Accommodating students with special dietary needs, be aware of students with food allergies and know proper procedures if needed.
- Principles and practices of training and providing work direction to others.
- Interpersonal skills using tact, patience and courtesy.
- Estimating needs and ordering food supplies.

Ability to:

- Understand and follow both oral and written instructions in an independent manner;
- Effectively read, understand, convert, and adjust recipes.
- Prepare, cook and bake a variety of foods in large quantities within establish time constraints and according to nutritional standards;
- Apply proper sanitation and safety requirements associated with food preparation and serving operations;
- Operate food service equipment and machinery in a safe and proper manner. equipment in safe and effective manner;
- Maintain accurate records and prepare routine reports;
- Performs arithmetic calculations accurately;
- Communicate effectively in both oral and written forms;
- Train and provide work direction and guidance to others;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Establish and maintain cooperative and effective working relationships with others;
- Estimate quantities, and order appropriate amounts of food and supplies;
- Interpret, apply and explain policies, procedures, and regulations;
- Work independently with little direction;
- Maintain consistent, punctual and regular attendance;
- Stand for extended periods of times;
- Communicate with staff, students and parents as necessary;
- Must be able to tolerate extreme cold and extreme hot temperatures;
- Must be able to work indoors as well as outdoors, including inclement weather;
- Operate a computer and printer as needed to perform job duties;
- Utilize safe driving practices;
- Ability to read printed materials.

EDUCATION, EXPERIENCE & REQUIREMENTS

- High school diploma or equivalent.
- Prior job-related clerical experience with increasing levels of responsibility.
- Pass District's Food and Nutrition Exam
- Valid California Driver's License and evidence of insurance.
- TB test clearance.

- Criminal Justice fingerprint clearance.
- ServSafe Manager certificate

MEDICAL CATEGORY

- Moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
- Capability for sustained physical work; requires strength and endurance associated with heavy physical effort.
- Physical effort while performing continuous moderate lifting.
- Reach overhead, above shoulders and horizontally.
- Bend at the waist, kneel or crouch.
- Hear and speak to exchange information.
- Lifting 50 lbs. maximum or carrying an object weighing up to 25 lbs.
- Exposure to diverse temperature ranges including freezer temps and hot utensils and hot water.
- Exposure to loud noises & hot temperatures from dishwashers, cooking equipment, and disposals.

Board Approved August 17, 2022