

## DEL MAR UNION SCHOOL DISTRICT

**CLASS TITLE:** CHILD NUTRITION SERVICES LEAD I

**BASIC FUNCTION:**

Under the direction of the Director of Child Nutrition Services, organizes and prepares service of food items; receives food and supplies; prepares and distributes food items for consumption by students; provides complete and accurate documentation and audit trail records for meals served; maintains food service and eating areas in a sanitary condition.

**REPRESENTATIVE DUTIES:**

- Receives, organizes, and stores food and beverage items when they are delivered to the school site; inspects for conformity; reports shortages, damages, or other discrepancies.
- Prepares food service areas before breakfast and/or lunch service.
- Arranges food and beverage items (e.g., placing on tables, stocking serving containers, etc.) for the purpose of making the items available to students.
- Loads and unloads carts for the purpose of ensuring that food and/or beverage items are available for service at designated district site(s).
- Serves as a point-of-sale clerk, assisting students use of ID cards and looking up students to accurately record food service records; organizes and disburses meal cards after each meal as determined by the school site.
- Tracks meals served through point-of-sale system; maintains point-of-sale files and/or records; prepares documentation and/or reports (e.g., daily meal counts) for the purpose of providing an up-to-date reference and audit trail for compliance and state and federal reimbursements.
- Cleans equipment, storage areas, serving areas, and eating areas for the purpose of maintaining sanitary conditions.
- Operates a variety of kitchen equipment (e.g., ovens, hot and cold carts, steam tables, dishwashers, overwrap machines, grinders, slicers, graters, coolers, can openers, commercial mixers, etc.) for the purpose of providing efficient food services.
- Prepares and assembles food and beverage items (e.g., counts, measures, wraps, plans, and stores food and beverage items, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Monitors work area for the purpose of ensuring a safe and clean working environment.
- Responds to inquiries from students, staff, and the public for the purpose of providing information on the meal program.
- May work alone in situations requiring firm and fair dealings with students or campus visitors.
- Supervise students, maintaining order to ensure safe conduct.
- Follow established procedures in case of accidents, injuries, and fire drill.
- Encourage children to observe fundamental courtesies while in lunch area.
- Attends meetings for the purpose of receiving and/or conveying information.
- Other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Methods for the proper use and care of standard tools and equipment related to food service functions
- Basic bookkeeping procedures
- Basic math, including calculations using fractions, percents, and/or ratios
- Pertinent codes, policies, regulations and/or laws relative to food service programs in public schools
- Practices and procedures for safe and sanitary preparation, handling and storage of food and beverage items

### **ABILITY TO:**

- Understand and follow multi-step written and oral directions, procedures, regulations and communications in English
- Communicate effectively orally and in writing
- Dexterity of hands and fingers to operate a computer keyboard
- Operate basic job-related equipment and tools
- Work cooperatively with others
- Meet deadlines and schedules
- Complete assigned work with frequent interruptions
- Lift objects weighing up to forty pounds
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Stand for extended periods of time
- Operate standard office equipment including using pertinent software applications and office technology

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and some job-related experience.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's license
- Food Safety Certificate from a Department of Health approved organization
- Complete up to six (6) hours of Professional Development annually based on number of hours worked per week, related to school nutrition as determined by the United States Department of Agriculture (USDA).

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Indoor/outdoor work environment
- Seasonal heat and cold, occasional adverse weather conditions
- Driving a vehicle to conduct work

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 14.