

## DEL MAR UNION SCHOOL DISTRICT

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

**BASIC FUNCTION:**

Under the direction of the Director of Child Nutrition Services, plans, 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; provides work direction and training to CNS staff; assists with maintaining adequate inventory of food items, and supplies.

**REPRESENTATIVE DUTIES:**

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Cleans equipment and workspaces (e.g., washes pots, pans, dishes, and kitchen utensils, cleans food preparation, storage, and serving areas, etc.) for the purpose of maintaining equipment and work areas in a sanitary condition.
- Coordinates assigned site operations (e.g., creates menus, monitors meal accounts and expenditures, evaluates new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Estimates food preparation amounts and adjusts recipes for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance, and temperature for the purpose of presenting attractive food items while complying with mandated health and safety requirements.
- Loads and unloads hot and cold carts according to established guidelines for the purpose of providing efficient food services.
- Maintains inventory of food items, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Monitors food service operations (e.g., ensures sanitary storage of leftover food and beverages, cleaning kitchen equipment, first-in, first-out of perishable items, placing food in refrigerator or ovens to prepare for serving, etc.) for the purpose of ensuring a safe, clean, and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Operates a computer and other point-of-sale equipment for the purpose of verifying student information and handling transactions.
- 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.
- Orders food items, condiments, and supplies for the purpose of maintaining an adequate inventory within established nutritional and budget guidelines.
- Prepares and assembles food and beverage items (e.g., counts, measures, wraps, pans, and stores food and beverage items, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.

- Prepares and maintains a variety of manual and electronic records (e.g., inventory and supply lists, sales, equipment logs, daily transport sheets, etc.) for the purpose of providing written support and/or conveying information.
- Provides work direction to staff as assigned for the purpose of ensuring that the projects are satisfactorily completed and within district specifications.
- Receives and inspects deliveries for the purpose of verifying quantity, quality, and specifications of orders and complying with mandated health and safety requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Responds to inquiries for the purpose of providing information regarding available food items and/or food service policies.
- Rotates food preparation assignments and functions for the purpose of ensuring adequate staff coverage.
- Serves food and beverage items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Trains assigned personnel on procedures and related services for the purpose of providing direction and developing professional and safety awareness skills.
- 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
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- 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
  - Leading and training others in small work groups
  - 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

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and two years' experience in assisting in planning, preparing, and serving food in large quantities; school district experience desired.

**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 18.