

LEAD NUTRITION SERVICE WORKER

DEFINITION

Under general supervision, ensures efficient and effective operation of a school site cafeteria; responsible for record keeping and accounting of Nutrition Service monies; assists in serving food; assists in maintaining the Nutrition Service facility in a safe and sanitary condition; performs other duties as assigned or required.

ESSENTIAL DUTIES

- assists in maintaining Nutrition Services facilities in a safe and sanitary condition
- monitors other food service workers at the site
- operates computer software programs related to food service and servings
- ensures that each child has a proper balanced meal
- assists in training substitutes as necessary
- operates equipment commonly found in a food service program
- records number of meals and food items served in each program
- supervises students in various serving lines
- completes monthly inventory
- orders food and supplies as necessary
- reviews and inspects the delivery and storage of food supplies and materials to ensure against shortage and damage
- maintains a variety of files and records
- acts as a cashier, including counting cash, reconciling receipts and maintaining records

QUALIFICATIONS

Knowledge of: Methods and procedures for preparing and serving foods in large quantities; sanitation and safety practices and procedures; methods, procedures, strategies and techniques utilized in the supervision of employees; basic mathematical concepts and basic computer.

Ability to: Safely operate and maintain food service equipment; collect money, make change accurately and understand basic methods of completing reports, and perform record keeping; work effectively and efficiently with a diversified group of individuals, including students, co-workers, administrators and other school site staff; understand and follow oral and written instructions; establish and maintain cooperative working relationships.

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods of time; will occasionally be required to ascend and descend stairs and ramps
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of bending at the waist, kneeling and crouching
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials

Hazards: Communicable diseases; possible contact with blood and/or other body fluids.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of experience in quantity food preparation, service and kitchen maintenance in a commercial, institutional or school food service facility.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemented by training or course work in food preparation, safety, sanitation or other related areas.

Licenses: Possession of a valid California Motor Vehicle Operator's License.

Certificates: An approved and accredited Food Safety Certificate is required at time of employment and must be renewed every five years.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

6/2008