

## **NUTRITION SERVICE PRODUCTION EXPEDITOR**

### **DEFINITION**

Under general supervision, performs skilled functions and activities in expediting of production cooking, baking, and salad preparation in large quantities; assists in the leading and providing of information relative to food quantity and portion control; assists in the maintenance of a central kitchen nutrition service facility in an orderly, safe, and sanitary condition; performs other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- receives food requisitions and orders, and prepares production documents for use by the central kitchen personnel in determining quantity of foods and baked goods for delivery to the nutrition service serving operations
- reviews recipes and menus, and estimates needed ingredients and the time required for the cooking and baking of a variety of foods and baked goods
- may assist or lead in the receiving, inspecting, wrapping, and storing of foodstuffs, supplies, and materials
- operates a micro-computer or computer terminal in maintaining quality and inventory control, ensures that school sites receive the correct quantity and type of foods requisitioned
- leads and coordinates the activities of food service personnel in the production and quality control functions in a central kitchen operation
- maintains production records and prepares management related reports
- assists in the training of nutrition service personnel
- may develop or assist in the development of a food production database
- assists and aides the central kitchen supervisor in food production, and the storage and use of excess foods
- creates, follows up, and maintains Central Kitchen work order/maintenance records

### **QUALIFICATIONS**

**Knowledge of:** Methods, procedures, and techniques of appropriate quantity and quality cooking, baking, salad making in large quantities; standard food service appliances and equipment; basic mathematical, micro-computer record management and report development procedures; national lunch and breakfast program requirements; nutrition, dietary requirements and alternative food sources

**Ability to:** Accurately perform complex statistical record keeping functions. Verify accuracy and completeness of documents and process data; compile, maintain and submit accurate and complete records. Skillfully prepare quantity and quality production direction in a central kitchen operation; adhere to quantity and quality food production and preparation standards; lift and transport foodstuffs, materials and supplies; lead and coordinate the work of others; understand and follow oral and written directions; establish and maintain cooperative working relationships.

### **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 25 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects
- will walk or stand for extended periods of time; will be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate equipment and use hand tools, and to handle and work with various objects and materials

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

### **EXPERIENCE AND EDUCATION**

**Experience:** Three years of experience in quantity baking, cooking, salad preparation, and food service facility maintenance in a commercial, institutional or school food service facility, including one year of experience performing production control functions and complex statistical record keeping functions.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or course work in nutrition, quantity and quality control standards, safety and sanitation procedures and in computer applications, automated record management, storage and retrieval systems is preferred.

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

**Certificates:** A San Bernardino County approved Food Handlers Card is required at time of employment and must be renewed every three years.

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

**Revised  
06/2010**