



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

LEAD NUTRITION SERVICE WORKER

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, ensure efficient operation of an assigned school site cafeteria; prepare and maintain records and accounting of Nutrition Service monies; assists in serving food; assists in maintaining the Nutrition Service facility in a safe and sanitary condition; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Guide and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site; ensure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.
- Train and provide work direction and guidance to assigned personnel; provide input concerning employee evaluations; assist with training substitute personnel as needed.
- Assist with maintaining food service facilities, equipment and utensils in a clean and sanitary condition, store kitchen equipment properly; assist with weekly deep-cleaning activities for assigned equipment, food storage areas and various surfaces.
- Monitor students in various serving lines.
- Maintain inventory control and the requisitioning of foodstuffs, supplies and materials; oversee and participate in the storage and rotation of supplies in storage areas; review and inspect the delivery and storage of food supplies and materials to ensure against shortage and damage.
- Prepare and maintain records and reports related to assigned activities and monies including daily serving counts, food items, menus, receipts, inventory, calendars, students, sales and assigned activities.
- Oversee and perform routine cashiering duties, including counting cash receipts and maintaining related records
- Operate and utilize a variety of kitchen equipment and utensils including slicers, warmers, refrigerators, freezers and other equipment or utensils; operate a computer and assigned software.
- Perform other job-related duties as assigned and/or required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures, and techniques of cooking, baking, and salad making in large quantities.
- Applicable laws, codes, regulations, policies and procedures.
- National lunch and breakfast program requirements.
- Principles of training and providing work direction.
- Sanitation and safety practices and procedures.

- Standard food service appliances and equipment.
- Inventory practices and procedures including storage and rotation of perishable food.
- Basic math.
- Oral and written communication skills.
- Basic recordkeeping techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Train and provide work direction and guidance to assigned staff.
- Adhere to large quantity food preparation and preparation standards.
- Follow, adjust and extend recipes.
- Learn sanitation practices related to the handling and serving of food.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Establish and maintain cooperative working relationships.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain records and prepare reports.
- Perform mathematical calculations.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree,

EXPERIENCE:

One year of experience in quantity food preparation, service and kitchen maintenance in a commercial, institutional or school food service facility. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- County Food Safety Certificate is required at time of employment and must be renewed every five years.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Training or course work in food preparation, safety, sanitation or other related areas.

WORKING CONDITIONS:

ENVIRONMENT:

Food service, kitchen work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the 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

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

POTENTIAL HAZARDS:

Heat from ovens. Exposure to very hot foods, equipment, and metal objects. Working around knives, slicers or other sharp objects. Exposure to cleaning chemicals and fumes.

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