



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

PRODUCTION EXPEDITER - NUTRITION SERVICES

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform skilled functions and activities in the expediting of production cooking, baking, and salad preparation in large quantities; assist in leading and providing information related to food quantity and portion control; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Receive food requisitions and orders; prepare 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.
- Review recipes and menus, and estimate needed ingredients and the time required for the cooking and baking of a variety of foods and baked goods.
- May assist, lead or participate in the receiving, inspecting, wrapping, and storing of foodstuffs, supplies, and materials.
- Operate a computer or computer terminal in maintaining quality and inventory control ensure that school sites receive the correct quantity and type of foods requisitioned.
- Lead and coordinate the activities of Nutrition Service personnel in the production and quality control functions in a Central Kitchen operation; assist in providing training to Nutrition Service personnel.
- Prepare and maintain records and reports related to assigned activities including production records and management-related reports as assigned; create, maintain and follow-up on Central Kitchen work order/maintenance records.
- May develop or assist in the development of a food production database.
- Assist the Central Kitchen supervisor in food production and the storage and use of excess foods.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

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 computer record management and report development procedures.
- National lunch and breakfast program requirements.
- Nutrition, dietary requirements and alternative food sources.
- Interpersonal skills using tact, patience and courtesy.
- Basic math and measurement practices.
- Oral and written communication skills.
- Basic record keeping techniques.

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 with others.

EDUCATION AND EXPERIENCE

EDUCATION:

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

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. 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.

Insurability by the District's liability insurance carrier may be required.

County approved Food Handlers Card is required at time of employment and must be renewed every three years.

PREFERRED QUALIFICATIONS:

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 system is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Food service work environment. Subject to heat from ovens.

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.

- Standing for extended periods of time.
- Will frequently exert 25 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects

- 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.

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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