

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Child Nutrition Lead I (Satellite Site)

CLASSIFICATION: Classified

REPORTS TO: Coordinator

BASIC FUNCTION:

The Child Nutrition Lead I (CNA Lead I) is responsible for receiving, cooking and serving of food and overseeing all operations of a satellite school site.

The Child Nutrition Lead I works closely with support staff and Food Service Lead II communicating food needs and operating the kitchen in accordance with County health guidelines; maintains food service equipment and facilities in a safe, clean and sanitary condition.

DUTIES:

- Prepares foods, aids in washing fruits and vegetables. Slices, assembles, mixes, counts, weighs or measures a variety of ingredients used in food preparation activities. Wraps and/or packages food items into specified food portions.
- Cooks and warms food for serving on site according to appropriate standards. Sets up serving counters/lines with appropriate food items and supplies. Inventories food on hand before/after meals/service, replenishes food items as needed during service.
- Packages and properly stores leftover food and supplies.
- Inspects food items, supplies and equipment including monitoring temperatures and storage; Maintains temperature logs for food and refrigeration.
- Organizes and creates space in freezers, refrigerators and dry storage prior delivery day.
- Dismantles, cleans and reassembles food service equipment/machines. Washes trays, utensils, pans and serving equipment. Cleans serving counters, storage and work areas; sweeps floor.
- Performs cashiering duties using computerized (Point of Sale) System; receives money. Prepares monies for district cashier and school's change fund.
- Documents and maintains up-to-date reports related to meals served and food items received, served, left over and inventories food and supplies weekly.
- Performs inventory of stock, restocks food items and supplies as needed, reports needs to coordinator .
- Projects food and supply need based on historical data, site-specific student activities and inventory; maintains par levels of food and supplies.
- Prepares orders for produce and dairy needs for satellite sites.
- Communicates needs with CN Lead III at designated production kitchen.
- Verifies quantities and specific items/food received; Dates all boxes, cases and packaged food coming into the kitchen.
- Documents appropriate information in software. Communicates corrections to central kitchen and/or management for computer adjustments
- Communicates with students regarding food concerns
- Assigns and supports staff during serving period
- Assists in training and works with new co-workers and/or substitutes
- Performs related duties as required/assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic electronic record keeping and documentation principles
- Proper use and care of kitchen cafeteria, and food serving utensils and equipment
- Basic methods of quantity food preparation
- Proper inventory practices, food storage methods and procedures
- Basic cleaning and sanitation methods and procedures related to school food service operations
- Basic inventory practices and procedures; assessment of meal service needs

Ability to:

- Operate Point of Service system
- Speak, read, write and follow instructions in English at a level sufficient to successfully perform required duties
- Effectively apply proper sanitation and safety requirements associated with food preparation, equipment, serving area and transportation
- Perform a variety of food preparation tasks, including cleaning, portioning, cooking and serving food efficiently
- Operate required food service appliances and equipment in a safe manner
- Plan, organize and coordinate workflow to meet established time constraints
- Maintain accurate records and prepare routine reports
- Estimates food serving volume and communicates needs daily
- Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication and division; make changes
- Meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting heavy cases, or standing for prolonged periods of time
- Lift and carry moderately heavy supplies up to 40 lbs
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Maintain the confidentiality and security of sensitive information

QUALIFICATIONS:

- Valid California Driver's License
- High School Graduate or equivalent
- Food preparation or equivalent
- Food Manager Certification or equivalent required
- Minimum annual training as required by national and state programs

TERMS OF EMPLOYMENT:

- 182 day position
- Salary schedule placement: Level 13 on the current SEIU Salary Schedule
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between SEIU and Livermore Valley Joint Unified School District

PHYSICAL DEMANDS

	Never	Rarely	Occasional	Frequently	Continuous
Standing					X
Walking					X
Sitting		X			
Lifting (to 40 lbs.)				X	
Bending				X	
Twisting				X	
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination				X	
Picking, pinching, fingering				X	
Hearing with both ears:					
Near				X	
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less				X	
Clarity at 20 feet or more			X		
See up, down, left and right				X	
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone			X		
Short-term memory recall				X	
Long-term memory recall					X
Reading			X		
Writing			X		

Completion by Human Resources

Board Approval Date –
<input checked="" type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date:

Board Approved