

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Child Nutrition Lead III

CLASSIFICATION: Classified

REPORTS TO: Coordinator

BASIC FUNCTION:

The Child Nutrition Lead III (CN Lead III) is responsible for receiving, preparing, packaging and cooking foods for home school. Also responsible for communicating with and assessing, preparing and coordinating distribution of food to satellite sites, and/or bake a variety of foods in large quantities and according to governmental and nutritional guidelines.

The Child Nutrition Lead III works closely with support staff and/or students to prepare food and distribute to students and staff during meal times, and maintain food service equipment and facilities in a safe, clean and sanitary condition. In the absence of production or delivery staff, the Child Nutrition Lead III may fill in as necessary. This position may also be required to perform food delivery services as needed.

DUTIES:

- Confers with Program Administrator/Coordinators as to quantities and products to prepare.
- Bakes a variety of pastry/bread products effectively adjusting and following assigned standardized recipes.
- Prepares and cooks a variety of foods for specific menus; dietary restrictions.
- Readies food for distribution and/or serving, measuring/cutting proper portion sizes, counting proper quantity of food items, and/or packing food properly for safety and travel.
- Tastes and inspects food to see if properly cooked and seasoned and to ensure quality standards are met.
- Checks on adequacy and thoroughness of advance preparation.
- Ensures serving counters/lines are organized and have appropriate food items and supplies.
- Replenishes food items as needed during service.
- Organizes and creates space in freezers, refrigerators and dry storage prior to delivery day. Restocks food items and supplies as needed.
- Estimates ordering for all food and non-food supplies for main production kitchen and satellite schools; maintains necessary par levels of inventory.
- Communicates with CN Lead I & CN Lead II on food and supply needs for the satellite sites and production kitchen. Prepares consolidated orders for grocery items from the district warehouse. Helps the district buyer order needed items. Checks in orders received.
- Consolidates, prepares and orders Bread, Produce and Dairy needs for own production kitchen and satellite sites.
- Directs, monitors and trains others in the preparation and serving of food.
- Performs cashiers duties using computerized Point of Sale system; receives money, and makes change; readies monies for district cashier and schools' change fund.
- Communicates with students regarding food concerns.
- Communicates documentation corrections to satellite sites (CN Lead I) and/or district staff for adjustments.
- Ensures that the kitchen and equipment are maintained in a sanitary and orderly condition.

- Ensures food and supplies are properly stored.
- Maintains required reports and records.
- Maintains temperature logs for food and refrigeration.
- Takes weekly inventory.
- Works closely with CN Lead I to ensure all food and non-food supplies are provided.
- Performs related duties as required/assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic institutional baking and cooking practices and methods
- Proper preparation of large quantities of food
- Proper food storage methods and procedures
- Standard principles of nutrition, sanitation and safety as it relates to institutional food preparation operations
- Proper use and care of kitchen, cafeteria and food serving utensils and equipment
- Food service operation cost control principles

Ability to:

- Effectively read and interpret recipes
- Speak, read, write and follow instruction in English at a level sufficient to perform required duties
- Prepare a variety of foods in large quantities
- Effectively apply proper sanitation and safety requirements associated with food preparation and serving operations
- Portion and service food efficiently and attractively
- Maintain accurate records and prepare reports as assigned
- Operate a variety of food service appliances and equipment in a safe manner
- Plan, organize and coordinate workflow to meet established time constraints
- Direct and monitor the work of others in a lead capacity
- Safely and effectively operate quantity food preparation equipment and utensils
- Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication and division
- Accurately make change (cash handling)
- 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 40lbs
- Delegates work duties and reports on behavior/attendance of staff to coordinator, but does not discipline
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Maintain the confidentiality and security of sensitive information
- Use technology, machines and/or tools appropriate to the position

QUALIFICATIONS:

- Valid California Driver's License
- High School Graduate or equivalent
- Certificate of food handlers (must keep certificate current)
- One year cooking/baking experience or equivalent
- Food Manager Certification or equivalent required

TERMS OF EMPLOYMENT:

- 182 day position
- Salary schedule placement: Level 16 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: | | | | X | |
| 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

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| Board Approval Date – |
| <input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs |
| <input checked="" type="checkbox"/> Revised Job Description |
| <input checked="" type="checkbox"/> Revised Salary Placement |
| Change Effective date: 7/1/22 |

Board Approved