

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Child Nutrition Lead II (Production Kitchen)

CLASSIFICATION: Classified

REPORTS TO: Coordinator

BASIC FUNCTION:

The Child Nutrition Lead II (CN Lead II) is responsible for assisting in the receiving, preparing, packaging of food items at a designated school production kitchen; The CN Lead II also ensures adequate food production volumes, and coordinates distribution to supply satellite kitchens. With assistance from CN Lead III, oversees kitchen operations of the kitchen, serves food and performs cashiering duties in a school cafeteria, snack bar or satellite food service unit.

The Child Nutrition Lead II works closely with support staff and Child Nutrition Lead III, 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:

- Confers with Child Nutrition Lead III as to quantities and products to prepare.
- Cooks a variety of foods for specific menus.
- Bakes a variety of pastry/bread products effectively adjusting and following assigned standardized recipes.
- 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.
- Sets up serving counters/lines with appropriate food items and supplies; may organize service areas
- Replenishes food items as needed during service.
- Dishes and serves approved portions to students/adults.
- Assists in organizing and creating space in freezers, refrigerators and dry storage prior delivery day.
- Restocks food items and supplies as needed. Helps supervisor order needed items. Checks in orders received.
- 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.
- Maintains work area in a clean and orderly condition.
- Assists in maintaining kitchen and equipment in a sanitary and orderly condition.
- Assists in proper storage of food and supplies.
- Maintains records related to work performed - food prepared, transported, served and stored.
- Maintains temperature logs for food and refrigeration.
- Assists with weekly inventory.
- Estimates ordering of all food and non-food supplies for main production kitchen and satellite schools.
- 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 electronic record keeping and documentation principles
- Basic institutional baking and cooking practices and methods
- Proper preparation of large quantities of food
- Proper inventory practices, 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

Ability to:

- Operate Point of Service system
- Effectively read, interpret and adjust recipes to prepare a variety of foods in large quantities
- Speak, read, write and follow instruction in English at a level sufficient to 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
- Direct and monitor the work of others in a lead capacity
- Estimates food serving volume and communicates needs daily
- Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication and division
- 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
- Use technology, machines and/or tools appropriate to the position

QUALIFICATIONS:

- Valid California Driver's License
- High School Graduate or equivalent
- One year cooking/baking experience 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 14 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: () Reclassification () Organization Needs
<input type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: 7/1/2022

Board Approved