

CHILD NUTRITION PRODUCTION/SERVICE LEAD WORKER

JOB SUMMARY

Under general direction of the Child Nutrition Supervisor, responsible for the on-site food preparation and serving operation at a middle school. Responsible for the production and service of the deli sandwich/salad, and bakery items. Plans and coordinates production, setup, and service. Oversee the cash collection and accounting at all windows and A la Carte stations; train and coordinate the work of four or more entry level Child Nutrition Workers and student helpers.

TYPICAL DUTIES

Responsible for unlocking cafeteria for daily operation and locking and securing cafeteria at the end of daily operation. Project the number of meals to be served on a daily basis. Inventory supplies and food in stock; order all food, dairy products and supplies needed through the Central Production Kitchen Purchasing Assistant and a variety of approved vendors. Order all produce, meat, cheese, breads, and supplies that pertain to deli/bakery orders. Receive deliveries; keep accurate counts for inventory and items used. Coordinate scheduling of cafeteria service with other school activities; through bulletins, inform students of kitchen services menu. Keep Child Nutrition Supervisor informed at all times as to service activities/progress. Follow standardized recipes prepare/cook a variety of hot menu items and production of deli sandwiches, salads, baked goods. Direct and participate in the meat slicing, preparations, proper food handling for the entire operation and set up of multiple work areas; discussing, in advance, any changes with servers. Insure that all foods are the correct temperatures and that all equipment is working properly. Study efficiency of daily operations and, when necessary, make recommendations to the Child Nutrition Supervisor to improve efficiency. Provide on-the-job training to new employees and student helpers, assisting anyone of them having work related problems; enforce departmental standards of conduct, grooming personal hygiene, and dress for self and others assigned to the kitchen. Provide input to the supervisor in preparation of performance evaluations. Participate in Lead Worker meetings to promote teamwork, discuss efficiency of operations, student reactions to menus, etc. and make required recommendation for changes to the Supervisor. Participate and supervise the clean up and sanitation of work areas and equipment; make daily checks for the condition of all physical facilities and equipment, call for repairs if necessary and maintain accurate records of work orders submitted for repairs. Responsible for receiving and pre screening applications for free/reduced meals that are submitted directly to the school cafeteria. Enforce policies regarding misuse of privilege for free/reduced meals. Responsible for preparing and submitting accurate records on inventory, bank deposits, daily sales reports, absence reports and time sheets. Utilize CPR and first aid as required. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, and two years experience in quantity food preparation and/or service, preferably including directing others. kitchen maintenance and handling cash transactions, including responsible experience in a school district or food service setting responsible for fresh deli preparation/packaging, and monitoring sanitation. Completion of courses relating to sanitation and nutrition. Valid certification as a professional food service manager. Possession of a current certificate in cardiopulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

Knowledge of:

Proper methods of cooking, baking, preparing, inventorying, storing, and ordering large quantities of food; standard measurements; standard safety practices and procedures related to the preparation and serving of food, including temperature control. Sanitation laws and practices. Principles of organizing and systematizing food preparation in large quantities. Principles of training and directing others. Principles of accounting and/or financial recordkeeping. Use and care of institutional kitchen equipment and utensils including the operation of a point of sale register as a method for recording daily participation.

Ability to:

Prepare accurate reports and records. Coordinate all activities related to the serving of a wide variety of foods in large quantities. Count and make change accurately. Work under pressure of meeting deadlines. Maintain sanitary standards. Train and direct the work of others. Estimate quantities needed and order correct amounts for economical food service. Operate commercial kitchen equipment and appliances including a point of sale register. Work efficiently during rush conditions. Understand and carry out oral and written instructions. Establish and maintain effective working relationships with public, staff, and students.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel or handle objects, tools, or controls; talk and hear; taste and smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS

May be exposed to extreme hot and cold temperatures, either while cooking or storing/retrieving items from the freezer. Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of standing.