



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 95-2023/24
DOCUMENT NO. 87-2023/24
DATED: 06/20/24

CHILD NUTRITION TECHNICIAN – LEAD

DEPARTMENT/SITE: Child Nutrition or School Site

REPORTS TO: Director of Child Nutrition or assigned supervisor

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 20

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Operations Supervisor - Child Nutrition or Child Nutrition Speciality Services - Supervisor, the Child Nutrition Technician - Lead provides support to the food service activities at assigned locations with specific responsibilities for the preparation and serving of food in the school cafeteria and/or central kitchen. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the fourth level in the Child Nutrition series. Positions in this class serve in a lead capacity at an assigned site (a middle school or central kitchen), giving direction and coordination to other child nutrition staff at the site and receiving, preparing, and serving bulk food.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Acts as the lead person, gives directions, and assigns duties to personnel at the site location.
- Assists in maintaining the security of food service operations.
- Assumes the role of lead in the planning, organizing, and overseeing food service operations, i.e., packaging and storage of food in accordance with established guidelines; enters food orders into Food Service Inventory software.
- Estimates and prepares appropriate food quantities as needed.
- Maintains accurate records of supplies and food items prepared and sold.
- Maintains timely, regular, and consistent attendance at work.
- Monitors and maintains food safety standards related to equipment, food, and personnel behaviors.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.

- Reports equipment malfunctions for the purpose of notifying the Operations Supervisor- Child Nutrition of the need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Methods and procedures to lead and operate a high school cafeteria or central production kitchen
- Operation of a computer terminal and point of sale terminal
- Principles and methods of quantity food service preparation serving and storage
- Standard kitchen equipment, utensils, and measurements
- Methods of computing food quantities required by weekly or monthly menus
- Sanitation and safety practices related to transporting and serving food
- Principles of nutrition
- Accurate record-keeping techniques
- Principles and practices of training and providing work direction
- Food services software and accountability program
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar spelling, punctuation, and vocabulary
- District organization, operations, policies, objectives, and goals.

Skills and Abilities to:

- Adhere to safety practices
- Plan and manage projects and meet schedules with tight deadlines
- Prepare and maintain accurate records\
- Operate standard office equipment including computers and assigned software as well as equipment found in a commercial kitchen
- Plan, organize, and oversee food service operations at an assigned location
- Estimate food quantities and requisition proper amounts for economical food service
- Operate standard cafeteria equipment and appliances
- Prepare nutritious and appetizing food in quantity as necessary to meet the nutritional needs of students and staff
- Maintain and prepare complete accurate and timely records
- Add, subtract, multiply, and divide quickly and accurately
- Communicate, understand, and follow both oral and written directions effectively
- Work independently with little direction and many interruptions
- Establish and maintain cooperative, effective, and collaborative working relationships with a diverse range of people
- Plan and organize work of self and others to meet schedules and timelines
- Train, contribute to evaluations, monitor that district expectations are being met, and regularly support professional growth
- Account accurately for cash transactions

- Learn new or updated computer systems and programs
- Communicate effectively both orally and in writing
- Operate food services software and accountability program
- Inspect and report quality control inconsistencies, such as outdated or expired food products or tainted appearance of food items
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Learn District organization, operations, policies, objectives, and goals
- Participate actively in meeting District goals and outcomes
- Apply integrity and trust in all situations

RESPONSIBILITY:

Responsibilities include working under general direct supervision using standardized procedures, leading, guiding, and/or coordinating others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Three (3) years of experience in quantity food cooking, baking, and preparation. Some experience in leading, coordinating work, and delegating to or supervising employees is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a personal vehicle to other district sites when needed to transport monies and/or make bank deposits in the absence of the Child Nutrition Senior Technician and supervisor

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam D through the District's provider at the District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time

- Sitting for extended periods of time to prepare reports, place orders, set schedules,
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders, and horizontally
- Seeing to ensure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects