

Madera Unified School District Classified Job Description

Child Nutrition Technician-Lead

Purpose Statement

The job of Child Nutrition Technician-Lead was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparation and serving of food in the school cafeteria and or Central Kitchen, this classification is distinguished from the Child Nutrition Assistant II as it includes lead responsibility for a Middle school and or Central kitchen operation receiving and serving bulk food.

This job reports to Child Nutrition Supervisor or Child Nutrition Specialist.

Essential Functions

- Acts as the lead person, gives directions and assigns duties to personnel at site location. Assumes the role as lead in the planning, organizing and overseeing food service operations, i.e. packaging and storage of food in accordance with established guidelines; enter food orders into Food Service Inventory software.
- Maintains accurate records of supplies and food items prepared and sold.
- Estimates and prepares appropriate food quantities as needed.
- Assists in maintaining the security of food service operation.
- Monitors and maintains food safety standards related to equipment, food, and personnel behaviors.
- Maintains timely, regular, and consistent attendance at work.
- 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 Child Nutrition Operation- Supervisor of 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.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS OF: Adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; use

of pertinent software applications; reacts quickly in emergency situations to maximize safety; analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision; communicates effectively orally and in writing; works with students, District personnel, and general public in a pleasant and cooperative manner; understands and follows oral and written instructions and completes assignments in an independent manner; maintains professional confidentiality and works collaboratively with peers.

KNOWLEDGE OF: Operations of a school cafeteria/central kitchen; methods and procedures related to the operations of a school cafeteria/ central kitchen; operation of computer terminal and point of sale terminal; principles and methods of quantity food service preparation serving and storage safety 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 trainings and providing work direction; food services software and accountability program; interpersonal skills using tact, patience and courtesy; correct English usage, grammar spelling, punctuations and vocabulary; District organization, operations, policies, objectives and goals.

ABILITY TO: 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 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 to meet schedules and time-lines; train, contribute to evaluations, monitor district expectations are being met and regularly support professional growth; accurately account for cash transactions; learn new or updated computer systems/programs or skills to apply to current work; 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 appearances 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; actively participate in meeting District goals and outcomes; apply integrity and trust in all situations; follow oral and written instructions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

Experience Three years of experience in quantity food cooking, baking and preparation. Some experience in delegating or supervision of employees preferred.

Education High School diploma or equivalency.

Possession of, or ability and qualifications to obtain Food Safety Certification within 12 months appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

Valid CDL
Food Safety Certificates

Continuing Educ./Training

Maintain as needed

Clearances

DOJ/FBI Background Clearance
TB Clearance
Physical Demands (D)

FLSA Status

Non- Exempt

Approval Date

Salary Range

Classified Salary Schedule - Range 20