

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: LEAD CHILD NUTRITION SERVICES WORKER I****BASIC FUNCTION:**

Under the direction of an administrator, lead, oversee and participate in food service operations at an elementary or site; perform related inventory, sanitation and record-keeping functions; train and provide work direction and guidance to personnel.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Lead Child Nutrition Services Worker I classification perform duties in food service operations at an elementary or site. Incumbents in the Lead Child Nutrition Services Worker II classification perform duties in food service operations at an intermediate school, alternative high schools or K-8 school site. Incumbents in the Lead Child Nutrition Services Worker III classification perform duties in food service operations at a comprehensive high school. Incumbents typically lead a larger staff with diverse menus to prepare.

ESSENTIAL DUTIES:

- Lead and participate in food service operations including the preparation, cooking, serving and selling of food items.
- Train and provide work direction and guidance to personnel.
- Perform related inventory, sanitation and record-keeping functions; plan and order food with a Daily Production Record (DPR) and estimate appropriate amounts of supplies; oversee the receipt, storage and rotation of food items and supplies; verify accuracy of shipments.
- Coordinate activities and personnel to ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; wash, rinse and sanitize cookware and serving items used during meals; clean out freezers and refrigerators and clean ovens and walls.
- Ensure appropriate health and safety standards are maintained.
- Operate computer terminals and software to enter required information; close out computer terminals; count monies, check for transfers and complete related paperwork; complete daily summary.
- Set-up food serving areas according to the DPR; ensure compliance with recipes, food quality standards and nutritional requirements; ensure meals are served in a timely manner.
- Operate standard food service equipment such as ovens, can openers, thermometers, microwaves, dishwashers and warmers.
- Communicate with students, staff, and parents and outside agencies to exchange information, coordinate activities and resolve issues.
- Prepare and maintain records and reports related to food items, menus, receipts, personnel, inventory, students, allergies, sales and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Standard food service terminology and equipment.
Methods of preparing, cooking, baking and serving foods in large quantities.
Sanitation and safety practices related to preparing, handling and serving food.
Inventory practices and procedures including storage and rotation of perishable food.
Accurately perform mathematical computations, measurement conversions and cashiering skills.
Adhere to standard menus and recipes in the preparation of food and snacks.
Safely operate and maintain equipment.
Explain and apply laws, rules, regulations, policies and procedures related to health, safety and food services.
Train and provide work direction and guidance to staff.
Operate a computer and software.
Forecast quantities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Work independently with little direction.
Maintain accurate records and prepare reports related to activities.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year of quantity food preparation, service and kitchen maintenance functions in a commercial, institutional or school food service facility.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certificate, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS/HAZARDS:

Stand for extended periods of time.
Hear and speak to exchange information.
Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.
Dexterity of hands and fingers to operate food service equipment.
Reach overhead, above shoulders and horizontally.
Bend at the waist, kneel or crouch.
See to monitor food quality and quantity.
Exposure to very hot foods, equipment, metal objects and heat from ovens.
Work around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.