

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

Under the direction of an administrator, lead, oversee and participate in food service operations at an Intermediate, Middle, Academy, and Alternative High school sites; perform related inventory, sanitation and record-keeping functions; train and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Child Nutrition Lead II classification perform duties in food service operations at an assigned Intermediate, Middle, Academy and Alternative High school sites. Incumbents in the Child Nutrition Lead III classification perform duties in food service operations at an assigned Comprehensive High School site. Incumbents typically lead a larger staff with diverse menus to prepare.

ESSENTIAL DUTIES:

- Lead a large staff and participate in food service operations including the preparation, cooking, serving and selling of food items.
- Train and provide work direction and guidance to assigned 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 as needed.
- Ensure appropriate health and safety standards are maintained.
- Operate computer terminals and assigned software to enter required information; close out computer terminals; count monies, check for transfers and complete related paperwork; complete daily summary.
- Set-up assigned 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, dish washers and warmers.
- Communicate with students, staff, parents and outside agencies to exchange information, coordinate activities and resolve issues.
- Prepare and maintain accurate records and reports related to food items, menus, receipts, personnel, inventory, students, allergies, sales and assigned 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 assigned staff.
Operate a computer and assigned 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 assigned activities.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent education and two (2) years 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 heavy 50 lbs objects as assigned by position.
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.