

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

Under the direction of an administrator, lead, participate and perform skilled duties in the food service operations of the District's Production Kitchen; ensure that food is prepared according to designated timelines; train and provide work direction and guidance to assigned personnel.

ESSENTIAL DUTIES:

- Lead, participate and perform skilled duties in the food service operations of the District's Production Kitchen including the preparation, cooking, assembly of food, and clean up; view recipes, estimate ingredients and time needed.
- Train and provide work direction and guidance to assigned personnel; ensure compliance with established nutritional guidelines.
- Perform duties in requisitioning, receiving and storage of food and supplies; maintain inventories and order food.
- Maintain a variety of records and reports; process and track orders; receive, screen and route telephone calls and emails.
- Assist with catering duties, schedule and organize food preparation.
- Coordinate activities and personnel to ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
- Operate a variety of food service equipment; operate a pallet jack.
- Operate a computer and assigned software.
- Assist in communicating with staff and outside agencies to exchange information to coordinate activities and resolve issues.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Methods of preparing, cooking, baking and serving foods in large quantities.

Follow established guidelines and procedures related to breakfast and lunch programs.

Standard food service and equipment terminology.

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 experience in quantity baking, cooking, salad preparation and food service facility maintenance in a commercial, institutional or school food service facility.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certificate, Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS:

Stand for extended periods of time.

Hear and speak to exchange information.

Lift, carry, push or pull heavy 50 lbs objects.

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 cold and hot foods and equipment.

Work around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

Work around and with machinery having moving parts.