

MOUNTAIN VIEW SCHOOL DISTRICT

LEAD NUTRITION SERVICES WORKER

DEFINITION

Under general supervision, support the educational process by leading a school site team of Nutrition Services Workers. As a team, execute nutrition services activities with specific responsibilities for preparing and serving food items to students and school personnel. Lead and support Nutrition Services Workers in maintaining food service facilities in a safe and sanitary condition.

ESSENTIAL DUTIES

1. Support the execution of the district's mission and goals.
2. Leads and participates in the preparation, cooking, baking and serving of a variety of scratch-made recipes.
3. Maintain a variety of records and prepare reports.
4. Assist in the planning and preparation of banquets and catering type meals.
5. Leads and/or participates in the serving of foods.
6. Assists the planning of employee work schedules.
7. Maintains simple inventory and storeroom records.
8. Submits requisitions for foods and supplies.
9. Receives, inspects and confirms the quantity and quality of items delivered.
10. Assists in the orientation and in-service training of nutrition services personnel.
11. Maintains the food service facility and equipment in a clean, safe and sanitary condition.
12. Collects and counts monies and prepares cash receipts.
13. Provides technical input into the performance appraisal of nutrition services workers.
14. Assists with standardized recipe development, documentation, recipe testing and evaluations for scratch cooking.
15. Leads and participates in portion control, wrapping, arranging and storage of foods to assure appropriate and efficient use of foodstuffs and supplies according to established procedures.
16. Be a proactive and active team member.
17. Communicate effectively and tactfully in both verbal and written form.
18. Safely lift, carry, and transport large quantities of food, supplies and equipment.
19. Work successfully with diverse groups of people.
20. Prepares and/or serves meals for students with special dietary needs in collaboration with the Nutrition Services team and school site staff.
21. Monitors temperatures of food, sanitizing water, and refrigeration equipment.
22. Calibrate thermometers for the purpose of following safe food handling practices.
23. Maintain service areas in accordance with HACCP (Hazard Analysis Critical Control Point) and standard operating procedures.
24. Records food temperatures at regular intervals during the flow of food items through the preparation, holding, serving, cooling and reheating.
25. Attend leadership, school site and department meetings.
26. Complete other duties as assigned.

LEAD NUTRITION SERVICES WORKER - Page 2

QUALIFICATIONS

Knowledge of:

1. Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities.
2. Sanitation and safety practices and procedures.
3. Standard cafeteria appliances and equipment.
4. Menu planning, nutrition and USDA meal program requirements.
5. Basic arithmetic, record keeping, money handling and banking procedures.
6. Methods and procedures for requisitioning, receiving and storing of foodstuffs and supplies.
7. Personnel motivation methods and techniques.

Ability to:

1. Prepare and serve a variety of foods in large quantities.
2. Effectively organize, schedule and lead nutrition services personnel.
3. Adhere to the USDA nutrition guidelines and requirements.
4. Perform simple arithmetical calculations.
5. Compile data and prepare clear and concise reports.
6. Understand and carry out oral and written directions.
7. Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert up to 35 pounds of force frequently to lift, carry, push, pull, or otherwise move objects, at all times in a safe manner.
2. This type of work involves constant movement within the work area, and will involve walking or standing for extended periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Two years of experience in quantity food preparation, service and facility maintenance in a commercial, institutional or school food service setting.

Education: Equivalent to the completion of the twelfth grade, ServSafe or equivalent certification, supplemented by training or coursework in quantity food preparation, menu planning, safety, sanitation or other closely related areas.