

### CHILD NUTRITION SERVICES LEAD III

#### DEFINITION

Under general supervision, assume responsibility for the operation of a high school serving kitchen; perform daily food service operational activities including ordering, receiving, food storage, food preparation, and serving of meals; plan, organize, supervise and be responsible for the preparation, packaging and serving of school meals in accordance with prescribed menus for indoor and outdoor meal services; lead, train and monitor food service staff to ensure quality controls, food safety, and exceptional service to students; comply with mandated health and school nutrition regulatory requirements; CNS Lead III is distinguished from CNS Lead II in that more meals are prepared and served and there are more employees to be supervised; perform other related work as assigned and/or required.

#### ESSENTIAL FUNCTIONS

Oversee food service operations and activities at an assigned high school; establish and maintain school site food service time lines and priorities; assure food service activities comply with established laws, codes, regulations, policies, standards and procedures; perform all tasks to include ordering, planning, receiving, storing, preparing, selling, and serving hot and cold food items to meet required demands; train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work progress for accuracy, completeness, and compliance with established standards and procedures; determine appropriate quantity of food items for preparation; coordinate food preparation and service activities to assure served items comply with food quality, freshness, appearance and portion control standards; assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition and break down boxes and discard them where applicable; inspect and review food preparation and serving areas to assure appropriate health and safety standards; prepare, cook, bake, heat and serve a variety of food items as needed; participate in stocking, cleaning and sanitizing activities; participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations, transfers, inventory, food and storage area temperatures; lead and direct the monitoring and recordkeeping of food temperatures to assure food safety and quality standards; maintain inventory and routine records as directed, prepare reports including menu production records, food preparation, end of day reports, and cash deposits; operate standard office equipment including a computer and assigned software; utilize various food service operations; read and interpret standardized menus, recipes, and safe food practices; inspect and confirm deliveries of food supplies for accuracy and quality; food safety process and protocols; provide and support a positive climate of customer service in all interactions and communications with students, District staff, families, and community members; may assist in the supervision of child nutrition services personnel and/or student assistants; advise immediate supervisor of operational problems and equipment repair problems; test new products, participate in marketing studies of food items; complete the federal regulatory school nutrition professional development training requirements; attend meetings as directed.

#### EMPLOYMENT STANDARDS

##### KNOWLEDGE AND ABILITIES

###### Knowledge of:

Principles and methods of quantity food service preparation, serving and storage;  
Knowledge of methods and techniques for marketing and promoting a meal program;  
Sanitation and safety practices related to handling, cooking, baking and serving food;  
Applicable laws, codes, regulations, policies and procedures;  
Proper methods of storing equipment, materials and supplies;  
Inventory control and forecasting;  
Standard cafeteria appliances and equipment;  
Menu planning, nutrition, and federal school nutrition program requirements;

Arithmetic, record keeping, and money handling procedures utilizing electronic point of sale software;  
Methods and procedures for requisitioning, receiving, and storing of food and supplies;  
Leadership techniques;  
Principles of training and providing work direction;  
Operation of a computer and assigned software.

Ability to:

Lead, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site;  
Independently perform assigned responsibilities on own initiative without close supervision;  
Conduct daily inventories and order appropriate amounts of food and supplies;  
Interpret, apply and explain laws, rules, regulations, policies and procedures;  
Train and provide work direction and guidance to assigned staff;  
Communicate effectively with student population;  
Effectively organize, schedule, and lead child nutrition services personnel;  
Compile data and prepare clear and concise computerized reports;  
Prepare and serve a variety of foods in large quantities;  
Meet regular schedules and frequent deadlines;  
Learn and follow applicable laws, codes, policies, regulations, procedures, schedules and practices;  
Safely and efficiently operate equipment found in a large scale production kitchen;  
Oversee food service cashiering functions and account for related transactions;  
Count money, make change and make accurate arithmetic calculations;  
Learn and follow health, safety and safety sanitation regulations;  
Read, follow, adjust and extend recipes as needed;  
Train and monitor the activities and work performed by assigned staff;  
Adhere to federal school nutrition program guidelines and requirements;  
Maintain accurate and complete records;  
Analyze situations carefully and adopt effective courses of action;  
Communicate effectively, both orally and in writing;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in nutrition, quantity food preparation, menu planning, safety, sanitation, or other closely related fields.

Experience:

Three years of increasingly responsible experience (including some in a supervisory capacity) in quantity food preparation – preferably in a large school food service setting containing multiple **service areas**.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license, qualify for insurability with the District's insurance carrier. Must possess and maintain a valid Servesafe certificate Manager.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting and/or carrying of objects weighing up to 50 pounds. Push or pull a rolling cart carrying up to 200 pounds. Physical dexterity in limbs and digits to operate hand and power driven kitchen appliances and equipment. Ability to bend, stoop, grasp, push, pull and reach. Reaching overhead, above shoulders and horizontally.

Working Conditions:

Regularly work in variable indoor and outdoor conditions; extended periods of standing and/or walking and work in areas of variable temperature conditions. Regular exposure to knives, slicers, cleaning agents, and pesticides. Heat from cooking equipment, cold from walk-in refrigerators and freezers. Exposure to very hot foods, equipment and metal objects.

Pre-placement Physical: Class I