



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**CHILD NUTRITION SERVICES SITE LEAD**

**DEPARTMENT/SITE: CHILD NUTRITION  
SERVICES**

**SALARY SCHEDULE:** Classified Salary Schedule  
(Group 1/Group 15)

**LEVEL:** Range 21

**WORK YEAR:** 10 Months

**REPORTS TO: DIRECTOR OF CHILD NUTRITION  
SERVICES**

**DATE CURRENT JOB DESCRIPTION APPROVED:**  
Board of Education effective: ....August 12, 2021

**JOB GOAL/PURPOSE:**

Under the supervision of the Director of Child Nutrition Services, the Child Nutrition Services Site Lead, participates in, oversees and serves as lead in the operation of an assigned school site cafeteria; supervises and assists with the preparation and serving of high-quality food items; performs record-keeping and accounting of monies, and maintains a safe, sanitary and appropriately stocked facility according to established procedures. Incumbents in this classification provide the school community with nutritious meals which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS**

The Child Nutrition Services Site Lead incumbents are responsible for leading Child Nutrition Workers; daily cash reporting and menu production; monitoring proper food inventories and orders; assisting in the setup of serving areas; ensuring a clean, safe and sanitary food service facility.

The Child Nutrition Worker classification is the entry-level classification in the child nutrition series. Incumbents are required to assist in the food preparation, serve hot and cold food to students and perform cashiering duties.

The Child Nutrition Services Coordinator assists the Director in all aspects of the efficient operation and oversight of the nutrition services program for all school sites; trains and supervises staff in absence of Child Nutrition Services Site Leads.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Lead and participate in food service operations to meet student nutritional needs at an assigned school site.
- Ensure that cafeteria preparation and serving operations comply with safety and sanitation regulations and established policies and procedures.
- Participate in and coordinate activities to ensure facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review all foods, supplies, food preparation and serving areas to maintain compliance of health and safety standards.

- Consult with Director regarding cafeteria needs, condition, and menu planning in order to maintain established food quality standards related to taste, appearance, variety and nutritional value.
- Perform needs forecasting and inventory of and order food and supplies to ensure availability of items; verify accuracy of deliveries of food items and supplies and contact vendors as needed.
- Train, orient and provide work direction and guidance to assigned staff; oversee work for accuracy, efficiency, and compliance with established policies and procedures; provide input to Director concerning employee performance.
- Prepare food items such as fruits, vegetables, sandwiches, salads and main dishes by combining proper ingredients, cutting and slicing fresh foods, counting food items, heating foods and related activities.
- Set up serving equipment, trays and plates, and up serving areas with prepared foods; place food in hot containers; monitor food temperatures and makes corrective adjustments, as necessary.
- Coordinate field trip lunch needs with teachers and staff.
- Operate point-of-sale (POS) software to calculate and account for lunch costs including a-la-carte items for students while ensuring that proper meal requirements are being met.
- Maintain daily cash records and student accounts, reconcile sales, collect and deposit money.
- Participate in oversee processing the receipt, stocking, re-stocking and storage of daily school food and supply orders received from outside vendors; pull daily stock needed and re-stock for the following day.
- Oversee and assist staff (as needed) with cleaning and sanitizing workstations and all equipment and maintenance of storeroom area.
- Operate a variety of kitchen equipment, appliances and supplies such as slicers, can openers, mixers, stoves and dishwasher.
- Attend meetings (i.e. in-service training, Child Nutrition Services meetings, etc.) in order to receive and/or conveying information.
- Check expiration dates on food items, complete food safety logs and provide other related reports to Director.
- Interact with and responds appropriately to students, staff and the public. Inform parents when a student account becomes past due.
- Communicate through district email service and other electronic communication methods.
- Perform other functions, duties and tasks related to this class as assigned.

### **JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

#### **Knowledge of:**

- Basic standard methods of quantity food preparation, serving and storage
- General nutrition, food values, food combinations, economical substitutions and menu planning care and use of standard food service appliances and equipment
- Record keeping procedures; sanitation and safety practices and procedures
- Principles of training
- Inventory practices and procedures including storage and rotation of perishable food; quality and portion control techniques
- Proper lifting techniques

#### **Skills:**

- Basic math and cashiering skills, including calculations using fractions, percentages, and/or ratios
- Interpersonal skills using tact, patience and courtesy
- Problem solving
- Work quickly and efficiently

- Report preparation and basic record keeping

**Ability to:**

- Prepare and serve food in accordance with health and sanitation regulations
- Properly forecast and determine appropriate quantities of food items to meet student needs and within budget
- Operate and clean a variety of food service equipment
- Collect money and make change quickly and accurately; maintain and keep current the computerized student database of accounts
- Conduct inventory and order appropriate amounts of food items and supplies
- Maintain and prepare accurate records
- Understand and carry out oral and written instructions; read labels and storage requirements
- Establish and maintain cooperative working relationships; communicate and interact with elementary school children, staff and parents
- Meet deadlines by setting priorities, coordinating work and adapting to constant changes and interruptions
- Work independently with little direction
- Train and provide work direction and guidance to assigned staff
- Maintain confidentiality
- Learn and gain knowledge in the food service profession

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

Three years increasingly responsible experience in the preparation, cooking and serving of food in large quantities.

**LICENSE(S) REQUIRED:**

- Valid SERV Safe Food Manager's Certificate

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing or pulling food trays, carts, materials and supplies
- Reaching overhead, above the shoulders and horizontally

- Seeing to assure proper quantities of food
- Bending at the waist
- Exposure to boiling water and very hot foods, equipment and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents