

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES PRODUCTION LEAD

DEFINITION:

Under the supervision of the Director of Nutrition Services, is responsible for a wide range of tasks to oversee the operations of the central kitchen facility (deli, catering and special contracts) and school sites (elementary and middle) including planning, production and delivery of food to sites; complete purchase requisitions and orders of certain foods and supplies; train and provide work direction to assigned nutrition services personnel; prepare and maintain a variety of records and reports; and to perform related work as required.

JOB RELATIONSHIPS:

Under the supervision of the Director of Nutrition Services, coordinates activities of the production/service and school site personnel. Establish and maintain cooperative working relationships with administrators, teachers, students, subordinate personnel and the general public.

ESSENTIAL DUTIES:

Direct nutrition services personnel to maximize work efficiency and meet shift and service requirements.

Monitor production and service functions daily to assure quality, quantity, and sanitation standards are maintained.

Prepare, maintain and print documents and reports such as transport sheets and production sheets.

Inspect food and supply items to verify correct quantity of orders and to ensure compliance with mandated health requirements and timelines.

Forecast food and supply needs of Nutrition Services for ordering, minimal inventory, menu preparation and recordkeeping.

Provide cost analysis of school meal programs' food supplies, catering and other contracts or special event/projects.

Travel to school sites to observe operations, provide assistance and work to resolve problems.

Establish production schedules and assure that food and supply deliveries are made in a timely manner.

Assist in the maintenance of program equipment to ensure safe operating conditions.

Assure compliance with health and safety regulations and standards of sanitation.

Arrange daily Nutrition Services substitute personnel needs within district school sites and Central Kitchen.

Facilitate the orientation and training and/or retraining of Nutrition Services personnel.

Assure Nutrition Services personnel possess valid Food Handler's Certificates/Permits.

Perform duties of other Nutrition Services staff within area of responsibility to ensure work coverage of program operations.

Assist with Nutrition Services staffing and employment recommendations.

Provide input to performance evaluations as needed.

Assist with special events and projects as assigned.

Attend various department, school and district meetings for the purpose of providing and receiving information for ongoing communication.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned

KNOWLEDGE OF:

School District mission statement and goals.

National School Lunch, School Breakfast and After School Snack programs.

Quantity food production including preparation and service, storage, sanitation and safety.

Basic knowledge of nutrition as it applies to school age children.

Application, care and maintenance of Nutrition Services equipment.

Organization and coordination of School Nutrition Services programs.

Ordering and procurement and inventory procedures.

Duties and functions of Nutrition Services job positions.

Health, safety and sanitation rules and procedures for federal, state, and county regulations.

Principles and practices of supervision and training.

Oral and written communication skills.

Record keeping techniques.

ABILITY TO:

Analyze situations accurately and adopt a decisive, appropriate course of action.

Inspect inventory control procedures and warehousing.

Effectively direct and communicate with school and program staff, parents, students and general public.

Perform duties of Central Kitchen and district school site staff.

Communicate and interact in a positive manner with others.

Effectively train others on program's procedures, rules, schedules, health and safety requirements.

Train and oversee the performance of assigned personnel effectively in order to motivate to maximum productivity.

Use of standard office equipment including computer, printer, copy machine, fax machine, calculator, and world wide web connections.

Work independently with minimum supervision following established procedures.

EDUCATION AND EXPERIENCE:

High school graduation and six years progressively responsible paid experience in the food service industry.

Other qualifying education include school food service management or institutional food service management training or certification.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid Food Handlers certificate/permit/card (current).

Possession of a valid California driver's license.

Must provide proof of car insurance

Chest X-ray or tuberculin skin test before employment and every four years thereafter.

Completion and clearance of District pre-employment test.

Post-offer physical examination and drug screening.

Fingerprint clearance from the Department of Justice.

ENVIRONMENT:

Office, kitchen and cafeteria environment; subject to heat from ovens and cold from walk-in refrigerator.

Exposure to moderately loud noises.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and kitchen equipment.

Hearing and speaking to exchange information and make presentations.

Specific vision abilities required include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Bending at the waist, kneeling and/or crouching.

Perform the duties of a rigorous work schedule which includes reaching with hands and arms, ability to climb and/or balance and at times lifting, loading and unloading of supplies.

Sitting, walking and standing for extended periods of time.

Lifting, pushing/pulling moderately heavy or bulky items up to 25 pounds.

Board approved: August 28, 2007