

Santa Clarita Food Services Agency

Position Description

Position: Nutrition Services Site Team Leader I	LACOE Range Number: 2.50
Department/Site: Sites	FLSA: non exempt
Reports to/Evaluated by: Director, Food Services	Salary Grade: 113

Summary

Oversees and participates in food preparation, presentation, and service at school site kitchen. Performs baking, cooking, and a variety of food preparation duties according to planned menus, recipes, and the number of persons to be served. Maintains an inventory of food, determines quantity of food required, and makes the appropriate orders. Maintains food service records in compliance with state and federal requirements. Requires a current food service Safety/Sanitation Certificate authorizing incumbent to work in Child Nutrition programs at a school site and in contact with students.

Distinguishing Career Features

The Nutrition Services Site Team Leader I is a working lead, requiring a demonstrated ability to lead a small team of Nutrition Assistants at an elementary school site, provide all required record keeping, and serve food items according to schedules and standards.

Essential Duties and Responsibilities

The Nutrition Services Site Team Leader I is capable of leading and performing work at a central food production facility, leading and participating in one or more production phases, or at a satellite kitchen, but will usually be assigned to one function:

School or Remote Site Kitchen

- Requires attendance at monthly site team leader meetings.
- Organizes and sequences food preparation and service that includes receiving of food items from a central kitchen, organizing and assigning heating and final prep to other team members, and coordinating service.
- Maintains HACCP food production records, inventory, and ordering documents. Maintains product and supplies in storage and service areas.
- Oversees and participates in on-site catering. Prepares and arranges themes, food items, and utensils.
- Prepares and maintains various records and reports on operations and activities including inventory, personnel, sales, meals served, monies collected, requisitions, daily reports, work schedules and production sheets.
- Sets up approved staffing levels to optimize service. Trains employees in work processes, documentation, safety and sanitation.
- Prepares and serves food items according to specified quantities and from established menus. Prepares and serves substitute food items to accommodate variances in student counts. Restocks food items in appropriate storage to ensure ability to re-serve.

- Arranges individually packaged and/or portioned food items along a service line so that students can make easy selection.
- Prepares certain food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares serving trays. Operates miscellaneous kitchen equipment such as a slicing machine, mixer, and warming oven.
- Monitors food products to ensure no outdated (expired) food is served. Protects food from contamination. Records food temperatures at regular intervals during heating of food items.
- Serves as a cashier, accepting money and meal cards and assisting in compilation of daily receipts and counts.
- Enters student information onto databases used for school food service, entering data to established data entry screens.
- Operates a hand operated snack and/or ala carte service cart. Arranges and sells food items and accounts for cash, student meal cards, and meal counts.
- Participates in nutrition education, merchandising, and promotion activities that include decorating food service areas, bulletin boards, contests, etc.
- May launder linens and other materials requiring special cleaning and handling.
- Ability to professionally interact with school staff, parents, PTA and the community.
- Observes work habits of team members, offering suggestions to improve efficiency and enhance safe work methods.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation, methods, procedures, and service. Requires working knowledge of food storage and sanitation procedures. Requires working knowledge of kitchen/production facility safety and safe work procedures. Requires basic knowledge of food production line processes. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

- **Abilities**

Requires the ability to perform the essential duties of the position. Requires the ability to independently maintain and monitor a kitchen or one or more production environments. Must be able to understand and follow District Food Service policies, procedures, rules and regulations. Must be able to orient and train food service staff and perform basic recordkeeping functions and complete routine food service reports. Must be skilled in operation of commercial kitchen equipment use for cooking and baking. Requires the

ability to sequence food preparation activity in order to serve a variety of food items at the same time. Requires the ability to follow oral and written instructions. Requires the ability to interpret menus and ingredient lists. Requires the ability to work varying shifts and locations.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of and moving medium to heavy weights (under 45 pounds) and occasional lifting of and moving heavy objects up to 60 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

- **Education and Experience**

The position typically requires a High School diploma plus formal training in meal planning, sanitation, record keeping, and general cafeteria management and 3 years of experience in institutional cooking in an education or equivalent setting.

- **Licenses and Certificates**

May require a valid driver's license. Requires a current food service Safety/Sanitation Certificate authorizing incumbent to work in Child Nutrition programs at a school site and in contact with students.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.