

Santa Clarita Valley Food Services Agency

Position Description

Position: Nutrition Services Site Team Leader II	LACOE Range Number: 2.60
Department/Site: Secondary Site	FLSA: Non-exempt
Reports to/Evaluated by: Director, Food Services	Salary Grade: 114

Summary

Organizes, sequences, leads, and performs food preparation at a secondary school site. Coordinates and participates in cooking, baking, food preparation and assembly of meals in large quantities. Maintains adequate inventory of food items by determining the quantity of food required and makes the appropriate orders. Maintains food production 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 II is a working lead, requiring a demonstrated ability to lead a team of nutrition assistants on one or more production lines or at a secondary school site.

Essential Duties and Responsibilities

- Requires attendance at monthly site team leader meetings.
- Organizes and sequences production phases, and assigns work orders to food service staff who are attending specific production stations that include, but are not limited to those used for cooking (steam, pressure, and baking), processing, packaging, sterilizing, and washing.
- Sets up and sequences production line activity to produce multiple food teams or from multiple menus. Ensures adequate food product to meet projected quantities. Works from reports of projected meal volumes to determine the food product to produce the required number of meals.
- Participates in valuating the efficiency of food and meal production processes Provides and coordinates training of food service staff on new equipment and work methods.
- Prepares and maintains various records and reports on operations and activities including inventory, personnel, point of sale, meals served, monies collected and deposited, labor schedules, requisitions, daily reports, work schedules and production sheets.
- Maintains HACCP time and temperature records showing evidence that reasonable care is taken to protect safety and sanitation of all product ordered, received, prepared, and served.
- Recommends and assists in the implementation of department goals and objectives. Implements policies, procedures, schedules, and work methods.

- Monitors the preparation, serving and storage of food to ensure compliance with District and sanitation requirements.
- Oversees and participates in the unloading and stocking of incoming food and the loading of meals on trucks, establishes and modifies delivery routes for efficient and timely meal deliveries, and coordinates meal counts with the needs of receiving schools.
- Monitors food quality and packing of assembled meals and may order line shutdown in order to resolve problems.
- Monitors the condition of equipment, requesting repair and replacement as needed to maintain efficient production and service.
- Evaluates levels of food inventory and after reviewing projected numbers of meal orders.
- Assures cleanliness and maintenance of food production equipment. Inspects and participates in cleaning and maintaining equipment.
- Participates and contributes information for conducting periodic performance reviews of nutrition services staff. Consults with team leaders and meets with staff to review past and plan for future performance.
- Participates in and may coordinate merchandizing and promotion activities to promote nutrition education, support student activities, and serve special events.
- Attends meetings related to the food production operations.
- Performs other duties as assigned that support the overall objective of the position.
- Ability to professionally interact with school staff, parents, PTA and the community.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation and packaging methods, procedures, and service. Requires a working knowledge of food and meal production, production scheduling, catering, business record keeping, and kitchen sanitation. Requires a working knowledge of modern machines and equipment used in institutional cooking and production lines. Requires working knowledge of inspection techniques for visual appearance, temperature, and cleanliness. Requires knowledge of and ability to use personal computers to access and record information. 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 convey specific work information and to achieve a harmonious work setting.

- **Abilities**

Must be able to perform all of the essential duties of the position. Demonstrated ability to independently maintain and monitor a kitchen environment. Requires the ability to organize and sequence a variety of equipment in order to prepare, cook, package and distribute food items and meals. 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, perform recordkeeping functions, and complete mandated food service reports. Must be skilled in operation of commercial kitchen equipment including that used in assembly line production and packaging. Requires the ability to read and understand written directions and recipes and to calculate weights and measurements. Must be able to apply safety and sanitation regulations.

- **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 requires a High School diploma plus formal training in meal planning, production scheduling, nutrition, sanitation, and recordkeeping, plus 3 years of experience in institutional cooking and team leadership in an education or equivalent setting.

- **Licenses and Certificates**

Requires valid California 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.