

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: FOOD AND NUTRITIONAL SERVICES LEAD I - ELEMENTARY**

**SALARY: RANGE 21 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of the Food and Nutritional Services Director, lead and participate in the preparation, cooking, and serving of food and beverage items; order and verify quantities and specifications of orders; maintain elementary school kitchen in a sanitary condition; balance and report daily receipts; prepare food in accordance with mandated nutritional requirements and projected meal requirements.

### **DISTINGUISHING CHARACTERISTICS:**

The FANS Lead I supports an elementary school kitchen.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Lead and participate in the preparation, cooking and serving of food and beverage items; ensure compliance with mandated nutritional and health requirements.

Cook food, prepared or from scratch, in accordance with mandated nutritional requirements and projected meal requirements; test prepared food for flavor, appearance, and temperature.

Estimate food preparation amounts and adjust recipes as required per daily menus; ensure compliance with projected meal requirements to minimize waste.

Inspect food items and supplies; verify quantity and specifications of orders and comply with mandated health requirements.

Monitor kitchen and cafeteria areas; maintain equipment in safe working order; report equipment malfunctions; ensure a safe working environment.

Inventory food and non-food supplies; ensure availability of items.

Order food and supplies from the Central Kitchen/warehouse.

Clean utensils, equipment, and the storage, food preparation and serving areas; maintain sanitary conditions.

Operate Point of Sale system to record purchases and report daily receipts.

Train and provide work direction to food service personnel and student workers.

Respond to inquiries of students, staff, and the public; provide information regarding the type and cost of meals.

Assist other personnel and/or perform functions, as required, of another position within area of responsibility to provide overall coverage of food service operations.

Attend regularly scheduled staff meetings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- ▶ Methods of preparing, cooking, baking, and serving foods in large quantities.
- ▶ Quality food preparation including washing, cutting, and assembling food items and ingredients.
- ▶ Methods of adjusting and extending recipes and proper substitutions.
- ▶ General nutrition, food values, food combinations, economical substitutions, and menu planning.
- ▶ Quality and portion control techniques.
- ▶ Sanitation and safety practices related to preparing, handling, and serving food.
- ▶ Standard kitchen equipment, utensils, and measurements.
- ▶ Principles of training and providing work direction to others.
- ▶ Applicable laws, codes, regulations, and policies and procedures.
- ▶ Interpersonal skills using tact, patience, and courtesy.
- ▶ Correct English usage, grammar, spelling, punctuation, and vocabulary.
- ▶ Mathematic calculations and cashiering skills.
- ▶ Record keeping and report preparation techniques.
- ▶ Proper lifting techniques.

**ABILITY TO:**

- ▶ Lead, oversee, and participate in food service operations to prepare attractive, appetizing, and nutritious meals for students and staff at an assigned secondary school site.
- ▶ Determine appropriate quantities of food items to meet student needs.
- ▶ Follow, adjust, and extend recipes.
- ▶ Train and provide work direction and guidance to assigned staff.
- ▶ Operate standard kitchen equipment safely and efficiently.
- ▶ Maintain food service facilities, equipment, and utensils in a clean and sanitary condition.
- ▶ Follow and ensure compliance with health and sanitation requirements.
- ▶ Conduct daily inventories and order appropriate amounts of food items and supplies.
- ▶ Store food supplies in storage areas according to established procedures.
- ▶ Oversee and/or perform food service cashiering functions; account for related transactions.
- ▶ Maintain various mandated and requested records; prepare reports.
- ▶ Interpret, apply, and explain laws, rules, regulations, and policies and procedures.
- ▶ Learn to operate a computer as required.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Communicate effectively both orally and in writing.

- ▶ Understand and follow oral and written instructions.
- ▶ Compose clear, complete, and concise correspondence and reports independently.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Plan and organize work.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Add, subtract, multiply, and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience in the preparation, cooking, and serving of food in large quantities.

**OTHER REQUIREMENTS:**

- ▶ Valid ServSafe Manager Certificate.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:****ENVIRONMENT:**

- ▶ Food service environment.
- ▶ Subject to heat from ovens.

**PHYSICAL DEMANDS:**

- ▶ Standing or sitting for extended periods of time.
- ▶ Seeing to read and monitor food quality and quantity.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Dexterity of hands and fingers to prepare foods and operate food service equipment.
- ▶ Bending at the waist, crouching, kneeling, stooping, climbing, and balancing to reach materials.
- ▶ Reaching overhead, above shoulders, and horizontally.
- ▶ Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position (up to 45 pounds).

**POTENTIAL HAZARDS:**

- ▶ Heat from ovens.
- ▶ Exposure to very hot foods, equipment, and metal objects.
- ▶ Working around knives, slicers, or other sharp objects.
- ▶ Exposure to cleaning chemicals and fumes.