

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: FOOD AND NUTRITIONAL SERVICES LEAD III – ELEMENTARY & SECONDARY

SALARY: RANGE 30 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Food and Nutritional Services Director, oversee the cooking and preparation of food items for District sites; ensure products meet mandated nutritional requirements; ensure that facilities are maintained in a sanitary condition; monitor inventory; monitor equipment and supply requirements; train staff in accordance with NSLP (National School Lunch Program), SOP (Standard Operating Procedures), and ServeSafe guidelines; assist food service personnel in food preparations; monitor quality of food and presentation at each site; report concerns to the Food and Nutritional Services Director.

DISTINGUISHING CHARACTERISTICS:

The FANS Lead III oversees food service operations at both elementary and secondary locations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist the Food and Nutritional Services Director with menu planning and other functions as assigned; prepare and submit preliminary menus and recipes in accordance with established guidelines.

Oversee food service operations and provide work direction to food service workers and other personnel as assigned.

Conduct site review visits to review operations and ensure compliance with NSLP requirements, Health and Safety requirements, and established food preparation techniques and related operational considerations.

Assist sites with compliance of mandated City and State health requirements.

Train and provide work direction to assigned staff (ie: scheduling daily duties for food service staff at each site).

Monitor equipment operations and functions; ensure that all equipment is maintained in safe working order.

Monitor inventory monthly at each site.

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

Prepare and maintain a variety of related reports, records, and files (ie: recipes, production, etc.).

When instructed, communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.

Assist with inventory of food and non-food supplies; assist school sites with maintaining the organization of food items stored in the freezer, coolers, and dry storage areas.

Assist with ordering food and supplies from approved locations; ensure the availability of required food items.

Assist with estimating food preparation amounts and adjustment of recipes; maintain compliance with projected meal requirements and minimize waste.

Perform functions as required of another position within area of responsibility for the purpose of providing overall coverage of food service operations.

Assist with operating the Point of Sale system to record student purchases.

Operate a computer and assigned software programs; operate other office and kitchen equipment as assigned.

Attend a variety of meetings as assigned.

Attend regularly scheduled staff meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Sanitation and safety practices related to preparing, handling, and serving food.
- ▶ 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.
- ▶ 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:

- ▶ Oversee food service operations; train and provide work direction to food service workers.
- ▶ Conduct site visits to review operations and ensure compliance with established parameters.

- ▶ Lead and participate in food service operations to prepare attractive, appetizing, and nutritious meals for students and staff at all school sites.
- ▶ Determine appropriate quantities of food items to meet student needs.
- ▶ Follow, adjust, and extend recipes.
- ▶ 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.
- ▶ Operate a computer, office equipment, and software as assigned.
- ▶ 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 three years of increasingly responsible experience in food service operations and the preparation, cooking, and serving of food in large quantities.

OTHER REQUIREMENTS:

- ▶ Valid ServSafe Manager Certificate.
- ▶ DMV Pull authorization for NUSD.
- ▶ Valid California Driver's License.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Food service environment.
- ▶ Indoor and outdoor working environment.
- ▶ Driving a vehicle to conduct work.

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.
- ▶ Driving a vehicle during adverse weather conditions.