

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

NUTRITION SERVICES PRODUCTION KITCHEN LEAD

DEFINITION

To direct the nutrition services operations at a production kitchen. To order products, maintain inventory, cook and package foods for distribution and service; and manage the daily operations of kitchen services.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Nutrition Services series. Positions assigned to this class can be distinguished from the lower level class by coordination of ordering, receiving and maintaining inventory from multiple outside vendors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff. Provides technical and functional direction to other nutrition services staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Coordinates the ordering, inventory, preparation, and selling of food. Follows recipes to cook, prepare and/or assemble food items; all while ensuring and maintaining required food standards. Leads in work assignments and establishes priorities of staff and maintains required records. Estimates quantities of food and supplies required for daily and weekly use. Requisitions, stores, and receives foods and supplies. Ensures proper storage of food and supplies including dates and rotation. Operates kitchen machines as necessary. Maintains cleanliness and operation safety of machines by inspecting machines and performing minor adjustments. Maintains health and safety rules and regulations. Provides work direction and training to staff in assigned areas. Sets up production lines for other nutrition workers. Sets up for serving and serves to students and faculty members. Operates computerized point of sale equipment, cash register, and makes change, reconciles and balances monies. Maintains accurate records; may fill supply orders for satellite schools. Completes monthly inventory. Performs related duties as assigned.

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NUTRITION SERVICES PRODUCTION KITCHEN LEAD – (Continued)

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of methods of preparing food items. Knowledge of basic kitchen utensils. Knowledge of principles of sanitation, food safety as well as employee health and safety practices. Ability to prepare foods. Ability to operate kitchen equipment. Ability to perform arithmetic calculations related to extrapolating production and ordering quantities. Ability to count and maintain accurate records of monies and cash receipts; reconciling and balancing individual and corporate monies and receipts. Ability to operate basic computerized systems (i.e.: register, point of sale). Basic knowledge of office equipment and software as needed in the course of daily work. Ability to read, write and communicate in English. Ability to understand and carry out oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work. Ability to train and direct the work of assigned staff.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience serving in a food service operation.

Training and Certificates:

Equivalent to the completion of the twelfth grade is desirable.

License and Other Requirements:

Possession of, or ability to obtain a Food Protection Manager Certificate.

Salary:

Range 23

Reviewed and Agreed to by:

Date: 11/2018