



Job Description

Title: Middle School Kitchen Lead	FLSA Status:	Created: 12/01/2021
Supervisor: Child Nutrition Director	Work Year: 10 months	Range: 17
Department: Child Nutrition	Bargaining Unit: Classified	Approved: 2/10/2022 Reclass Study: 6/11/2026

Job Summary

Under the direction of the Child Nutrition Director, is responsible for organizing, planning, and coordinating food items at the middle school kitchen; manages inventory; completes necessary reports and records utilizing the departments sales and inventory software's; verifies and records all meal counts in the Point of Sale software; implements food safety and sanitation protocols; trains the Child Nutrition Assistant I (CNA I) position within the kitchen; and provides assistance and guidance to assigned kitchen personnel as applicable.

Distinguishing Characteristics

The Middle School Kitchen Lead coordinates and organizes workflow and trains the CNA I staff at the middle school kitchen. The Middle School Kitchen Lead is responsible for overseeing the service, inventory, food counts and food orders within the kitchen, and communicates directly with the Child Nutrition Director.

Essential Duties and Responsibilities

1. Ensures the timely service and presentation of meals according to the planned menu including main courses, side dishes and salad bar preparation in compliance with the Child Nutrition Department's Standard Operating Procedures and the National School Lunch Program Regulations.
2. Verifies all food deliveries, places online food orders to the central kitchen, and communicates to the Central Kitchen Lead when deliveries are incomplete.
3. Forecasts and places food orders online through the department's food vendors as applicable.
4. Maintains accurate inventory within the school kitchen. Completes physical inventory at the school site, and tracks and adjusts perpetual inventory as necessary.
5. Completes daily production records, and records meal count data using the department's Point of Sale Software as required for compliance with the National School Lunch Program (NSLP).
6. Maintains cleanliness and sanitation of kitchen and storage areas, and ensures that all food safety and sanitation protocols are being adhered to. Assists with end of day cleaning and close down.
7. Leads, organizes, and facilitates work to the CNA I's at the school site to ensure an efficient, organized and harmonious team environment.
8. Recommends changes in routine and equipment to improve the overall school site kitchen operation.
9. Maintains accurate reporting of sales transactions, account balances, collection of funds, and A la carte snack sales through the point of sale software.
10. Records and maintains temperature logs for equipment, food production and food transport, as outlined in the LUSD Child Nutrition Standard Operating Procedures.
11. Complies with federal, state and district regulations and policies including, but not limited to, HACCP, safety and sanitation.
12. Communicates any challenges and/or discrepancies within the middle school kitchen to the Child Nutrition Director.
13. Lifts and carry supplies and equipment weighing up to 50 pounds.
14. Performs other related duties as assigned.

Technical Skills, Knowledge & Abilities

- Oral and written communication, and interpersonal relations skills.
- Basic math and accounting skills.
- Kitchen equipment operations, serving utensils, and measurements.
- Computer, keyboarding and word processing skills.
- Customer service skills.
- Record retention of documents required through NSLP.
- Critical thinking, problem solving, and organizational skills.
- Stand for extended periods of time.
- Meet schedules and timelines as applicable.
- Organize tasks effectively and in a timely manner.
- Lead and confidentiality preform all aspects of job.
- Manage multiple tasks with frequent interruptions.
- Establish and maintain effective working relationships with District, administrators, staff, vendors, parents and others encountered in the course of work.
- Train and implement kitchen staff in all HACCP Standard Operating Procedures.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

Education and Related Work Experience

Any combination of experience and training equivalent to: high school diploma or GED equivalent and a minimum of two years of increasingly responsible food service experience.

Licenses, Registrations or Certifications

- Valid CA Driver's License
- Current Serve Safe Certification (must acquire after one month of employment)

Safety to Self and Others

- Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others.
- Report all unsafe working conditions.

Physical Demands

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- List any hazardous conditions, if none exist delete section.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.