

Foresthill Union School District

JOB DESCRIPTION Child Nutrition Lead

Purpose:

Under supervision of the Business Manager, assists in the preparation of foods; to perform serving, cashiering, and cleaning tasks in the school food service facility, and to do related work as required.

Essential Job Functions and Responsibilities:

- Oversee food service operations in compliance with federal and state regulations including ordering, inventory, meal planning and food preparations
- Responsible for ensuring facilities meets all inspection requirements by the County of Placer Health & Human Services
- Ensure operations are in compliance with federal and state food safety and sanitation regulations
- Oversees CNS, food production and assigns duties
- Maintain records required by government agencies regarding sanitation and food subsidies
- Sample cooked food by tasting, visual and smelling
- Ensure all meals meet nutritional standards
- Maintain current records regarding meal plans
- Responsible for receiving cafeteria receipts, cash and other invoices in coordination with the Business Services Department
- Responsible for processing confidential Household Applications for Free and Reduced Priced Meals
- Responsible for processing Direct Certification notifications received from PCOE
- Oversees the state mandated verification process
- Responsible for data collection and meal counts in order to submit claims in CNIPS to ensure the district is reimbursed for all meals served
- Responsible for planning and preparing meals
- Responsible for invoice, billing and collections from Staff who purchase meals
- Actively involved with information related to audit regarding the food service program
- Responsible for the budget planning of the district's Food Service Program and collaborate with the Business Manager regarding available grants
- Ensure that students with severe allergies receive proper foods

Employment Eligibility:

Successful candidates must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent

Experience:

- One year of experience in the preparation and serving in the food industry

Knowledge, Skills, and Abilities:

- Familiarity with food service software (i.e. Titan)
- Familiarity of basic food service tools and equipment
- Knowledge and methods of safe food handling
- Perform a variety of cooking and cleaning tasks
- Understand and carry out oral and written communications
- Establish and maintain cooperative relationships with those contacted within the course of work
- Staff management, including ability to give written and oral direction, and delegate duties

Certificates & Licenses:

- CPR/First Aid certification within 30 days of employment
- Food Manager Certification

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements (including but not limited to):

- The usual and customary methods of performing the job's functions requires the following physical demands: moderate physical ability to lift, carry, push, pull or climb, standing for sustained periods of time
- Ability to lift up to 50 lbs. and carry up to 25 lbs. without assistance

The above lists of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Evaluation:

- Probationary employees shall be evaluated at least once during their probationary period, and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation. (Article 3.1.3 of CSEA agreement)
- Observation, general supervision and formal evaluation by Superintendent or designee annually

Work Environment: Work is performed in a school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt

Employee Group: Classified

Contract Days: 260 days: 185 days at 1.0 FTE and 75 days at 0.75 FTE

Salary Grade: Range 13

Supervisor: Business Manager

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 08/08/2023