



JOB DESCRIPTION

Nutrition Services - Site Lead

GENERAL INFORMATION

Title:	Site Lead	Union Status:	Exempt
Department:	Nutrition Services	Work Year:	187 Days
Location:	Elementary Schools	Reports To:	Director of Nutrition Services
ISBE Classification/Code:	503	Evaluation:	Annually by the Director of Nutrition Services
FLSA Status:	Non-Exempt	Supervisory/Evaluation Responsibilities:	None

GENERAL RESPONSIBILITIES:

Responsible for the day to day operation of on-site kitchen in accordance with district policies, procedures, and methods. Assists and supervises staff in preparation and serving and all related kitchen operations. Assures compliance with federal, state and local regulations.

ESSENTIAL FUNCTIONS:

- Implements all guidelines of the National School Breakfast and Lunch Programs
- Reports to and orders from Central Kitchen menu items, supplies, and a la carte items needed on a weekly basis based on weekly inventory
- Correctly stores food and supplies
- Completes daily production records
- Controls food production and minimizes food waste
- Plans and assists food service staff in the preparation of all menu items
- Attends administrative meetings, conferences, and trainings
- Performs other tasks as assigned
- Schedules and supervises daily cleaning and sanitizing duties consistent with the Health Department and district HACCP guidelines

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Experience working with USDA child nutrition programs and regulations
- Management experience in school food service environment
- Computer literacy with working knowledge of Microsoft Office (Word, Excel) and Google Drive
- Aptitude with figures
- Possess good judgment, trustworthiness, and flexibility
- Excellent communication, interpersonal, and leadership skills
- Ability to work cooperatively with all stakeholders and with a diverse population
- Highly organized, able to work on multiple projects at one time

EDUCATION, CREDENTIALING and/or EXPERIENCE:

- High School Degree or equivalent
- Previous food service experience preferred
- Certified Food Protection Manager Certification (CFPM) required or ability to obtain within 6 months of employment



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PHYSICAL DEMANDS and WORK ENVIRONMENT:

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee occasionally types using a keyboard.

In the work environment, the employee is occasionally exposed to video display and regularly works in kitchen environmental conditions, including walk-in cooler and freezer. The employee is occasionally exposed to outdoor weather conditions and occasionally works with the use of a personal vehicle. The employee may have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate to high.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised: September, 2022

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.