



Rock Island-Milan School District 41

JOB DESCRIPTION

Nutrition Service Lead

POSITION INFORMATION:

POSITION TITLE	Lead
DATE CREATED	December 23, 2024- updated
DEPARTMENT	Nutrition Services
LOCATION	District Schools
FULL-TIME/PART-TIME	Part-Time (3-4 hours per day, split-shift)
APPOINTMENT TERM	176/Days
FLSA: EXEMPT or NON-EXEMPT	Non-Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Nutrition Services Director
OTHER INFORMATION - Salary	\$15.86 + .10 = \$15.96

*Note: This position will receive an additional .10 per hour for being a lead and an additional .25 per hour for holding a sanitation managerial certification.

POSITION SUMMARY INFORMATION:

Under the direction of the Kitchen Manager, Lead provides direction for a smooth and efficient operation of the school kitchen and cafeteria and to provide each child with highly nutritious food in an atmosphere of cleanliness, positivity, and caring.

Functions and Responsibilities:

- Cooperates and follows directions and instructions from the Kitchen Manager.
- Ensures that Nutrition Service Staff are appropriately trained
- Understands the requirements for a reimbursable breakfast and lunch while implementing offer versus serve
- Maintains the inventory of supplies, daily.
- Maintains the highest standards of safety and cleanliness in the kitchen.
- Understands portion sizes, proper serving utensils, and condiments for daily menu.
- Complies with district sanitation standards.
- Assists in the daily cleaning of the kitchen, service area, and cafeteria.

- Helps put food and supplies away
- Operates equipment safely.
- Other duties as assigned by the Kitchen Manager.
- Supports the Rock Island-Milan School District #41 and imparts a positive image of the District within the schools and community

Required Education:

High School diploma or General Education Degree (GED or equivalent combination of education and experience.

Certifications/ Licenses:

Pass and maintain a ServSafe Managerial Sanitation Certification

Required Experience/Qualifications:

Prior experience in food service is preferred

Required Knowledge, Skills, and Abilities

- Ability to exercise tact, patience, kindness, and positive attitude with all students and staff.
- Capability to organize time and stay on schedule.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.
- Demonstrate accuracy, attention to detail, independent judgment, and problem-solving skills to be fully experienced in relation to assigned areas of responsibility.
- Ability to learn the eligibility requirements for free, reduced, and paid meals.
- Ability to operate a cash register and point-of-sale system.
- Demonstrates the ability to support co-workers and work cooperatively.
- Positive interpersonal and communication skills

Preferred Qualifications:

Managerial Sanitation Certification Preferred

Physical Demands/Work Environment:

While performing the duties of this job, the employee is required to stand for long periods; walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; and taste and smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

Supervisor/Manager Signature

Date

Employee Signature

Date