



Thompson School District Classified Job Description

Job Title: Nutrition Services Site Lead
Prepared Date: March 2018
Work Year: 174 days
Department: Nutrition Services
Reports to: Production Chef

FINAL

SUMMARY:

The Site Lead is responsible for forecasting and ordering of finished goods from the Production Kitchen, inventory, production records; proper assembly/finishing/reheating of main course items and side dishes, filling and maintaining salad bar items, service line set up and presentation and serving of meals at school locations; cleaning, and end of day duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following.

- Provides excellent customer service to all students and staff with positive and professional attitude.
- Ensures the timely service and presentation of meals according to the planned menu including proper preparation/finishing of main courses, side dishes and salad bar preparation according to method as outlined in recipes and the NS Department Standard Operating Procedures.
- Maintains complete and accurate documentation in a timely manner.
- Ensures freshness of prepared items by implementing proper rotation of food items and batch cooking.
- Adheres to all Health Dept and Hazard Analysis Critical Control Points (HACCP) guidelines to ensure food safety.
- Directs the work of Site Assistant to ensure an efficient, organized and harmonious team environment.
- Directs meal service periods working either as server or cashier, dependent on the school site's needs. Follows menu instructions, portion sizes; utilizes proper equipment as outlined in Standard Operating Procedures.
- Ensures proper use and cleaning of institutional food service equipment. Reports all maintenance issues to NS Coordinator.
- Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Intermediate math, writing, communication, and accounting skills.
- Intermediate interpersonal relations skills, organizational skills, critical thinking and problem solving skills.
- Intermediate personal computer, keyboarding and word processing skills. Intermediate oral and written communication skills
- Ability to have working knowledge of software within two months of hire.

- Ability to understand and follow all HACCP Standard Operating Procedures

SUPERVISION/TECHNICAL RESPONSIBILITY:

EDUCATION AND TRAINING:

- High school diploma, completion of G.E.D., or equivalent
- Vocational school or short term courses; food service management; Culinary Training Classes preferred

EXPERIENCE:

One year of experience in Food Services is preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None Required

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the district are responsible for maintaining a safe and healthy workplace and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below 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

PHYSICAL DEMANDS:

- Ability to stand for extended periods of time
- Ability to lift up to 40 lbs. on a frequent basis
- The employee is frequently required to stand, walk, use their hands to finger, handle or feel; reach with their hands and arms; talk; hear; taste and smell
- The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl.
- The employee is regularly required to lift and/or move up to 40 pounds and frequently move heavy loads.
- The specific vision abilities required by this job include close vision, distance vision, ability to identify and distinguish colors, peripheral vision, depth perception and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district

personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.