



Thompson School District Classified Job Description

Job Title:	Nutrition Services Site Lead	FINAL
Revised Date:	February 2025	
Work Year:	174 days	
Department:	Nutrition Services	
Reports to:	NS Coordinator	
Benefits include:	Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.	

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at tsd.org to learn more.

SUMMARY:

The Site Lead is responsible for forecasting and ordering food from the Production Kitchen, ordering and receiving of other food and supplies; management and maintenance of inventory; creation and maintenance of production records, utilizing nutrition software as instructed, food prep and 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; and cleaning as part of maintaining a safe food production and service environment. SLs are proficient in operation of Point of Sale software and are responsible for the recording of meal sales, monies collection, bank deposits, closing and generating end of day reports for the site.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following.

- Understands and effectively communicates Nutrition Services program goals and requirements to staff, students and community members in a positive manner.
- 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 accurate inputting of orders, receiving, inventory and inputting of production and meal count data using Software program as required for compliance with the National School Lunch Program.
- Ensures freshness of prepared items by implementing proper rotation of food items prepared and batch cooking, properly wraps and labels food items per food safety guidelines.
- Maintains cleanliness and sanitation of kitchen, cafeteria and storage areas under the auspices of NS Department including, but not limited to, walk-ins, refrigeration, freezers, dry storage and NS site office areas. Assists with end of day cleaning and close down.

- 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.
- Maintains efficient and smooth flow of service and works closely with coworkers to assure that students, staff and faculty have a pleasurable dining experience.
- Maintains accurate reporting of sales transactions, account balances, collection of funds, preparation of daily deposit slips, daily reports and deposits for pickups using point of sale software.
- Records and maintains temperature logs for equipment, food production and food transport, as outlined in the NS Standard Operating Procedures. Complies with federal, state and district regulations and policies including, but not limited to, HACCP, safety and sanitation.
- Ensures proper use of institutional food service equipment such as ovens, refrigeration and commercial dishwashers. Reports all maintenance issues to NS Coordinator.
- Fosters district commitment to excellence and equity by ensuring that employees and students are valued, respected and provided a positive work/learning environment. Establishes positive relations with internal and external customers, including students, staff, school administration, parents, and community members.
- Reads and Responds as needed to NS emails and other department communications daily.
- Strict adherence to meal modification and special diets assigned to specific students

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 oral and written communication skills
- Intermediate English language skills
- Intermediate interpersonal relations skills
- Intermediate math and accounting skills
- Intermediate personal computer, keyboarding and word processing skills
- Intermediate customer service and public relations skills
- Intermediate critical thinking and problem-solving skills
- Intermediate organizational skills
- Ability to manage confidentiality in all aspects of job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to understand and follow all HACCP Standard Operating Procedures
- Must be able to perform tasks on computers and peripherals at time of hire.
- Must pass basic math test prior to hire.
- Must have working knowledge of software within two months of hire.

OTHER REQUIRED PROFICIENCIES

- Must be able to perform tasks on computers and peripherals at time of hire.
- Must pass basic math test prior to hire.
- Must have working knowledge of software within two months of hire.

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.