



Tolleson Union High School District #214
Nutrition Services Lead

Purpose

The job of Nutrition Services Associate Lead is done for the purpose of assisting food service personnel to perform their functions in a safe and efficient manner; providing food services at the assigned site that meets the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support to convey information; and complying with mandated health standards.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Must obtain and maintain a Food Protection Manager Certificate (ANSI).
4. Must qualify for a food handler's certification.
5. Skills are required to perform multiple, non-technical tasks using existing skills.
6. Specific skills required to satisfactorily perform the functions of the job include operating equipment used in preparation of food.
7. Ability to schedule activities, collate data; and use job-related equipment.
8. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods.
9. Ability to work with others; work with specific, job-related data; and utilize job-related equipment.
10. Specific abilities required to satisfactorily perform the functions of the job include ability required to maintain appropriate interpersonal relations with students and staff of the district.
11. Ability to lift 50 pounds, bend, stoop, stand and reach.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Maintains accurate records for the purpose of meeting the requirements by the State of Arizona and United States Department of Agriculture (USDA).
2. Maintains inventory records for food, supplies, and commodities for the purpose of maintaining adequate quantities and security of items.
3. Orders food and supplies for food operation as per bid specifications for the purpose of ensuring availability of items and meeting district policy.
4. Plans, schedules, and supervises work of cafeteria employees for the purpose of assisting them in performing their functions in a safe and efficient manner.

5. Responsible for receipt, storage, preparation, and serving of food for the purpose of verifying quantity and specifications of orders and meeting mandated nutritional requirements and projected meal requirements.
6. Supervises overall operation of the cafeteria, kitchen, and auxiliary food areas for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
7. Wears proper uniform including hair net and name tag for the purpose of meeting mandated health standards.
8. Fills in for absent employees district wide. .
9. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include adhering to safety practices; operating equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department; and tracking budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and

balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 20% walking, and 60% standing. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The job is performed under in a clean atmosphere.

Continuing Education / Training Maintains Certificates and/or Licenses

Certificates and Licenses Food Protection Manager Certificate (ANSI)

Reports to: Nutrition Services Manager

Terms of Employment: Ten-months, full-time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA: Non-exempt.

Salary Range: Support Staff Salary Schedule, Grade 18

Board Approval: 5/28/2024 (Revised)