

## Lead Child Nutrition Assistant -Production Kitchen

### Purpose Statement

The job of Lead Child Nutrition Assistant -Production Kitchen is done for the purpose of providing support to the food service processes and activities in a Production Kitchen, with specific responsibilities for preparing food, cooking and distributing food and supplies; preparing food for transport; maintaining facilities in a safe and sanitary condition; and guiding assigned personnel in the performance of their job functions.

This job reports to Assigned Supervisor

### Essential Functions

- Assists in report preparation for the purpose of providing support for comprehensive, required reporting.
- Cleans utensils, equipment and the storage and food preparation areas for the purpose of maintaining sanitary conditions.
- Communicates with Supervisor for the purpose of ensuring clear articulation of daily production kitchen issues.
- Monitors equipment, storage, and food preparation for the purpose of ensuring safe operation of equipment and sanitary working and preparation environment.
- Oversees production kitchen food services for the purpose of providing necessary support for optimal kitchen operations.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as requested by supervisor, for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares reports and transport records for the purpose of providing necessary administrative support.
- Provides assistance with Central Kitchen processes for the purpose of ensuring optimal scheduled meal preparation and delivery and sanitary Central Kitchen work and preparation environment.
- Supports assigned personnel, student workers and/or volunteers for the purpose of assisting them in performing their functions in a safe and efficient manner.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to Production Kitchen processes; communicating effectively with others; guiding and mentoring other staff; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; using pertinent software applications; and applying assessment instruments.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Knowledge of Production Kitchen operation; safety practices and procedures; quantify food preparation and handling; and sanitation practices; codes, laws, rules, regulations, and policies; health standards and hazards; methods of quantity cooking; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; 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 but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety 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: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; working with detailed information/data; adapting to changing work priorities; displaying mechanical aptitude; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work 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 10% sitting, 50% walking, and 40% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):** High school diploma or equivalent.

### **Required Testing**

None Required

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

### **Certificates and Licenses**

CA Food Manager ServSafe Certification

### **Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Revised Date**

### **Salary Grade**

Range 7