

Lead Kitchen Assistant

Purpose Statement

The job of Lead Child Nutrition Assistant is done for the purpose of providing lead support to the food service activities at an assigned location with specific responsibilities for setting up, preparing and serving food items to students and/or school personnel; performing cashier duties in the sale of food items to students and staff; maintaining facilities in a safe and sanitary condition; and guiding others, as assigned, in the performance of their job functions.

This job reports to Assigned Supervisor

Essential Functions

- Acts as cashier for the purpose of providing historical documentation and accurate financial processes.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Communicates with staff, teachers, vendors, administration for the purpose of ensuring accurate interaction and communication with stakeholders.
- Forecasts and stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Implements lead duties for lunch room activities of staff and volunteers for the purpose of providing necessary coordination for food service processes.
- Implements school site food service processes (e.g. operating dishwasher, operating a variety of standard kitchen equipment and reporting equipment operating problems, maintaining food storage, ensuring work and serving areas are in a clean sanitary and safe condition, washing and storing pots, pans, and other kitchen equipment, etc.) for the purpose of providing necessary support for optimal kitchen operation.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Leads preparation of food for the purpose of ensuring effective menu implementation.
- Monitors equipment, storage, food preparation and serving areas for the purpose of ensuring sanitation standards that are in compliance.
- 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 eating areas (e.g. preparing food, serving items, serving beverages, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Prepares reports (e.g. monthly loss logs, commodities and produce orders, e-mails to parents indicating negative/low balance for student account, deposit slips, activity reports, food production records, etc.) for the purpose of ensuring accurate historical documentation of nutrition services provided at site.
- 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 need to occasionally 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 safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; using pertinent software applications; collecting money; communicating effectively; and assessing and solving problems.

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: school site kitchen processes; safety practices and procedures; quantify food preparation and handling; sanitation practices.; business telephone etiquette; codes/laws/rules/regulations/policies; 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 similar types 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 limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be 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: Some experience in a food preparation environment preferred.

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

May 17, 2022
(Title Change)

Salary Grade

Range 6