

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

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TITLE: NUTRITION SERVICES SITE SUPPORT LEAD

QUALIFICATIONS

Knowledge of

1. Basic English usage, writing, and math.
2. Dietary guidelines as specified by the Federal School Lunch Program.
3. District organization, operations, policies, and objectives.
4. Effective public speaking techniques.
5. Equipment utilization, maintenance and repair.
6. Federal, state, and local laws, codes, and statutes related to public school food service programs.
7. Food products and food preparation methods.
8. Interpersonal skills using tact, patience, and courtesy.
9. Methods and practices in large-scale food preparations.
10. Child nutrition policies, practices, and procedures.
11. Operation of food service facilities; office and kitchen management.
12. Oral and written communication skills.
13. Principles and practices of staff training.
14. Sanitation and safety regulations.
15. Safety and workplace rules and regulations

Ability to

1. Analyze situations accurately and adopt an effective course of action.
2. Assemble and analyze data and make appropriate recommendations.
3. Be a productive and active team member.
4. Communicate effectively both in both oral and written forms.
5. Effectively plan for and deal with change.
6. Efficiently and effectively plan and organize work.
7. Establish and maintain effective rapport with students, staff, parents, and community members.
8. Establish and maintain effective work relationships with those contacted in the performance of required duties.
9. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
10. Interpret and apply provisions of State Education Code and various regulatory agencies.
11. Keep, record and prepare accurate inventory and production records.
12. Meet schedules and timelines.
13. Operate office machines and equipment including a telephone, copier, personal computer and calculator proficiently.
14. Participate in the development of policies and procedures for the nutrition services department.
15. Perform the job functions in the job description.
16. Prepare narrative and statistical reports as required.
17. Present and maintain a pleasant appearance and demeanor.
18. Read, interpret, apply and explain rules, regulations, policies and procedures.
19. Receive and give information over the telephone or in person in a courteous manner.

20. Understand and carry out verbal and written instructions, policies, and procedures.
21. Work both collaboratively and independently.
22. Work successfully with diverse groups of people

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade.
2. Four (4) years of successful experience in the overall operation of a complex, multi-functioning food service facility; or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. A work history demonstrating dependability, reliability, and good attendance.

REPORTS TO: Director of Nutrition Services or designee

JOB GOAL: Under the direction of the Director of Nutrition Services or appropriately assigned supervisor(s), the Nutrition Services Site Support Lead assists in planning, implementing, organizing, and coordinating District-wide Nutrition Services programs and operations; coordinates and supports a variety of programs/projects including (but not limited to) catering/special events, summer meal programs, wellness plan/policies, new school projects, new/pilot program implementation, new equipment, and new department software; Assures compliance with quality control in kitchens; directs and participates in the preparation of a variety of reports; supports and trains Nutrition Services personnel; coordinates and conducts staff training in a variety of topics; assists in the training of new Nutrition Services personnel in all aspects of the school Nutrition Services programs; visits and monitors the efficient operation of sites; conducts site visits to assure compliance with District, federal, state, local laws and regulations, policies, and procedures related to the Nutrition Services programs and provides guidance and support, as needed; makes recommendations for improvement and change; ensures the work of the site lead staff is completed in their absence; provides coverage for absences of Nutrition Services staff at various sites performing duties, as needed.

ESSENTIAL FUNCTIONS

1. Visits site kitchens regularly to analyze, determine, and recommend procedures, practices, and methods of efficient food preparation and to provide guidance and support to Nutrition Services staff, as needed;
2. Assists with assigning, scheduling, and guiding the work of employees performing food service-related functions district-wide while assuring compliance with work specifications, safety, and sanitation guidelines;
3. Trains new nutrition services staff, including substitutes, in basic nutrition service activities;

4. Provides input for development of work schedules; reviews staffing standards with staff; analyze requested staff changes and recommend changes to supervisors in accordance with established staffing formulas;
5. Coordinates food and supply transfer requests between sites, warehouse and/or food pantries;
6. Provides technical assistance and training in food service activities, such as food preparation, sanitation procedures, and the safe operation of equipment, to Nutrition Services personnel;
7. Trains and monitors personnel in digital record keeping and inventory;
8. Reviews site paperwork and records, including daily food production and student participation records;
9. Supports the Point of Sale (POS) Program; conducts POS training, including inventory and daily sales; assists with troubleshooting computer, printer, and POS problems at the school sites;
10. Orders food and supplies according to established procedures;
11. Assists with kitchen opening and year-end kitchen closing procedures;
12. Assists with Identifying and resolving problems relating to ordering, distribution, food preparation, and serving at sites; discusses solutions with assigned staff and assists in the resolution; suggests new or revised procedures;
13. Provides input regarding food items, equipment, and operating supplies to be used in kitchens;
14. Assists with the communication and coordination with maintenance & operations staff and vendors to ensure proper operation of Nutrition Services facilities, appliances, and equipment.
15. Stays current on Federal and State guidelines for reimbursable meals and nutrition practices; ensures compliance with all planned menus to provide quality, nutritionally balanced meals;
16. Follows up and addresses findings from health inspection reports;
17. Provides quality customer service to all stakeholder groups;
18. Assists with taste tests and reviews student acceptance of food items and generates reports of such findings;
19. Assists with the development, implementation, and monitoring of comprehensive nutrition education programs, wellness program, and promotions within District schools to educate students and staff on nutrition and healthy eating habits;
20. Assists with monitoring the District's Student Wellness Policy;
21. Plans and participates in Nutrition Advisory Councils or similar student meetings to gain input on acceptable student menu items;
22. Participates in planning and implementation of department promotional calendars and related marketing and nutrition education programs; assists with the implementation of marketing plans;
23. Participates in Nutrition Services catering and other special events such as field trip meals, luncheons, banquets, BBQ's, and school parties;
24. Supports the coordination of catering and other special events;
25. Attends conferences, staff meetings, and workshops to maintain current knowledge of school Nutrition Services programs;
26. Assists with the handling of food recalls;
27. Maintains Safety Data Sheets at each school site and trains and implements safety procedures to Nutrition Services staff;
28. Drives a vehicle to school sites and transports food and supplies when needed;

29. Assists with programs and implements changes for the purpose of establishing standard operating procedures;
30. Assists in the creation and implementation of agendas for meetings;
31. Assists in planning in-service training and orientation programs; provides information to staff regarding various personnel issues and questions;
32. Interacts with and responds appropriately to students, staff, vendors and the public;
33. Communicates effectively and professionally through district email service and other electronic communication methods;
34. Provides coverage for absences of Nutrition Services staff at various sites performing duties related to food preparation, cooking, assembly, and service; operation of point-of-sale (POS) software; and cleaning and sanitizing workstations and all equipment and maintenance of storeroom areas;
35. Works on special projects as needed;
36. Assists Supervisor(s) as needed;
37. Performs other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to stand and/or walk on hard flooring for sustained periods of time, up to and including eight (8) hours.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
11. Able to sustain strenuous manual labor for four (4) to six (6) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to work at various elevated heights in a safe and effective manner.
20. Able to work in a wide range of temperatures.
21. Able to collect currency and make change.
22. Able to demonstrate manual dexterity necessary to operate food preparation utensils, machinery, and equipment in a safe and efficient manner.
23. Able to operate material handling and food transportation equipment in a safe and effective manner.
24. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction.

SPECIAL REQUIREMENTS

1. A valid ServSafe Food Protection Manager Certificate approved by the State of California.
2. USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of Child Nutrition Programs and food safety.
3. Possession and maintenance of a valid State of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year (244 days)
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of Nutrition Services or designee will complete the evaluation.

Approved by: Board of Education

Date: August 8, 2024

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**