

## **CHILD NUTRITION SERVICES LEADER**

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### **Purpose Statement:**

The job of Child Nutrition Services Leader is done for the purpose/s of assisting the Child Nutrition Services Supervisor in overseeing the preparation and distribution of food items for consumption by students and school personnel and maintaining facilities in a sanitary condition in a large child nutrition services operation.

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### **Essential Functions**

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Assists the supervisor in the oversight and preparation of food and beverage items, transport preparations, temperature monitoring, etc. for the purpose of ensuring that department objectives are achieved.
- Assists with physical inventories for the purpose of verifying stocks and ensuring availability of supplies as needed.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Loads carts for the purpose of ensuring that food and/or beverage items are available for delivery to other sites.
- Monitors kitchen for the purpose of ensuring a safe working environment.
- Performs duties of supervisor as required for the purpose of ensuring coverage in the absence of the supervisor.
- Prepares food and beverage items including cooking and/or baking for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Prepares food and beverage items, supplies, etc. for transport for the purpose of ensuring availability of food service supplies at alternate sites and/or activities.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Transports food, catering, supplies etc. for the purpose of ensuring availability of supplies at alternate sites and/or activities.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of receiving and/or conveying information.
- Responds to inquiries of students, staff and the public for the purpose of providing information.

### **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in food preparation; operating standard office equipment including 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 understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: quantity cooking; pertinent codes, policies, regulations and/or laws; and safety practices and procedures

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with others; work with similar types of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team; meeting deadlines and schedules; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and 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.

**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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 30% walking, and 70% standing. The job is performed under with some temperature extremes and some hazardous conditions.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability  
ServSafe Certificate  
Food Handler's Card

**Continuing Educ. / Training**

Maintain Certification(s)

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 15