

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: NUTRITIONAL LEAD

DEPARTMENT: FOOD SERVICE

REPORTS TO: DIRECTOR OF NUTRITION SERVICES

DEFINITION:

The Nutritional Lead plays a critical role in supporting the district's Nutrition Services Department by ensuring the seamless operation of administrative tasks. This position is responsible for managing office duties such as catering coordination, menu production records, and financial deposits. The Nutritional Lead collaborates closely with the Director of Nutrition Services and staff to maintain efficient office workflows and support district-wide foodservice initiatives, including farm-to-fork programs.

ESSENTIAL FUNCTIONS

Essential duties and responsibilities include the following:

- Oversee and manage catering requests, including scheduling, menu planning, invoicing, and logistics coordination.
- Input menu production records into Titan in compliance with federal, state, and district regulations for SBP, NSLP, and CACFP.
- Collect and reconcile daily deposits, review cash drawer accuracy with the Director of Nutrition, and report any discrepancies promptly to ensure financial accountability for cafeteria operations.
- Demonstrate a general understanding of the procurement process and food/supply ordering; responsible for placing food orders in the absence of the Director of Nutrition.
- Collect and organize month-end reports by date, ensure they are prepared for the Director of Nutrition to review and report (e.g. supper tally sheets, temperature logs, cleaning logs, etc.)
- Support menu development by coordinating documentation, nutritional analysis, and recipe standardization.
- Support of department goals related to Farm-to-Fork, Wellness Policy, Supper, and Garden Program initiatives.
- Assist in training new staff and training employees on office procedures and software systems.
- Perform other administrative duties as assigned to ensure the success of the Nutrition Services department.
- Perform other duties as assigned by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- All essential duties
- Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities
- Sanitation and safety practices and procedures
- Kitchen cleaning materials, methods and hygienic practices
- Standard cafeteria appliances and equipment
- Office Software such as Microsoft Office Suite and nutrition software systems (e.g. Titan LINQ, Escape, ISITE).
- Basic arithmetic, record keeping, and money handling
- Methods and procedures for receiving and storing of foodstuffs and supplies
- Personnel motivation methods and techniques
- Strong organizational skills and time management

ABILITY TO:

- Prepare and serve a variety of foods in large quantities
- Lift moderately heavy containers of food and material
- Adhere to USDA lunch and breakfast program nutritional guidelines and requirements
- Perform simple arithmetical calculations
- Work proficiently with Microsoft Office Suite and nutrition software systems
- Handle money and make change on computerized and Point of Sale registers
- Compile data and information, and prepare comprehensive reports
- Effectively and efficiently perform clerical functions and activities
- Establish and maintain accurate files and records
- Communicate effectively in the English language, both orally and in writing
- Understand and carry out verbal and written instructions, policies, and procedures in an independent manner
- Interact with all departments and maintain effective working relationship with those contacted during the performance of duties (e.g. school personnel, vendors, colleagues, and the community)
- Meet the physical requirements necessary for the successful performance of required duties
- Maintain regular attendance and punctuality

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing service in this position classification will exert 10 to 60 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- This type of work involves constant movement within the work area, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

ENVIRONMENT

- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes, airborne particles, and caustic chemicals.
- The employee is occasionally exposed to wet and/or humid conditions.
- The employee is exposed to heat.
- The noise level in the work environment is usually loud.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Two years of experience in office administration, preferably in food service or school nutrition programs.

EDUCATION

- Equivalent to the completion of high school, supplemented by training or coursework in nutrition, quantity food preparation, menu planning, safety, sanitation or other closely related areas.

LICENSE REQUIREMENT

- California Driver's License
- ServSafe Certificate