

Job Title: CHILD NUTRITION LEAD

Definition:

Under general supervision of the Supervisor and the Director of Child Nutrition Services, provides hands on training to the Child Nutrition Manager, Child Nutrition Worker III and Child Nutrition workers in the areas of food production, safety, quality control, work simplification and the Lancaster School District Child Nutrition procedures. Incumbent will also be responsible for the Child Nutrition web page.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar tasks not listed here.

1. Assists in training of new CN Managers in the planning, organizing and operation at the site.
2. Assists in training of new CN IIIs at their site and off site.
3. Trains new CN workers at a training facility or school site.
4. Inspects food service at all sites for quality and compliance.
5. May perform site monitoring for state compliance.
6. May participate in selection of child nutrition workers.
7. May be responsible for the placement of substitute workers.
8. May assist in lunch production when a site is without a manager or CN worker III.
9. May assist in creating job assignments for workers at school sites.
10. May assist with food transporting.
11. May fill catering requests.
12. Will be responsible for District web page.
13. Performs other duties as assigned.

Minimum Knowledge, Skill and Ability

Knowledge of:

- State and Federal Regulations
- USDA meal pattern
- Safety and sanitation principles
- Quantity food preparation and service
- Point of Sale and computer operations
- Inventory and food procurement
- Maintain professional confidentiality

Skill and Ability to:

- Flexibility on work hours
- Understands and explains complex rules, regulations and procedures
- Analyze the food operations at each site
- Be able to train other employees effectively

Job Title: CHILD NUTRITION LEAD

- Spend extended periods at sites assisting in kitchen operations
- Knowledge of computers and programs used in Child Nutrition
- Ability to operate all equipment in each kitchen
- Work harmoniously with all district personnel
- Communicate effectively, both orally and in writing

Education or Training and Experience:

High School Diploma or GED, course work in the child nutrition field, must be Serve Safe certified (please attach certificate with application). A minimum of 3 years experience in a school nutrition program or related food service field is desired.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work that may require long periods of standing.
- Ability to work in hot and cold conditions
- Ability to work around loud noise
- May be required to use a computer
- Performs work, which involves the frequent lifting, pushing, and/or pulling of objects, which may be approximately 50 pounds.
- Infrequent pushing and pulling of objects, which may be approximately 100 pounds.
- May be required to wear safety equipment
- Will be required to drive to all sites in the District
- Must have valid driver's license and proof of insurance

Range: 35

Job Title: CHILD NUTRITION LEAD

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5–3HPD)	Frequently (3–6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5–3 HPD)	Frequently (3–6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
FAX Machine	X		