

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #100A

September 12, 2019

CENTRAL KITCHEN ASSISTANT LEAD
Salary \$2,839.00 - \$3,462.00 per month (Range 225)

EXAMPLES OF DUTIES

Oversee and participate in the preparation, cooking, and service of food for students and adults throughout the District. This includes breakfast, lunch, snacks, a la carte items, barbecues, and catering functions; understand and interpret production planning and forecasting records as required for compliance with federal regulations; review completed records and maintain records in an organized filing system; understand and execute principles of preplanning, planning, scheduling food production to maximize efficient use of time and equipment, and minimize production challenges as required per assigned area of the Central Kitchen; oversee and follow production and/or work schedules to meet established deadlines; follow standardized recipes for effectively controlling food quality, recipe yield, portion size, and cost. Calculate recipes utilizing the United States Department of Agriculture (USDA) factoring system; assist in coordination of Nutrition Services staff work by helping prepare daily task schedules, coordinate workflow, delegate tasks and assignments, train, and enforce work production standards; assist in planning orders of food and supplies, and assure proper storage and use as required, per assigned area of the Central Kitchen; check goods received against requisitions and contact warehouse personnel to correct any errors; take periodic inventory of food and supplies in freezer, refrigerator, and work areas; maintain food quality standards, including appearance and taste; follow approved practices to ensure that sanitary and safe conditions are maintained in the kitchen, food serving areas, and in dining areas; participate daily in the proper use and/or cleaning of dishes, equipment, and facility; may coordinate staff in daily cleaning tasks and provide work organization for keeping job tasks in proper sequence. May temporarily assume the responsibilities of the Central Kitchen Lead; attend regular staff meetings and mandatory training workshops as assigned; perform other related duties as assigned.

QUALIFICATIONS

License/Certificate:

A valid California Drivers License. Certified Food Protection Manager (CFPM) is required within 90 days of employment.

Knowledge of:

Health and safety rules and regulations pertaining to food establishments, including food safety, sanitation, and maintenance regulations; meal production and scheduling; modern methods of quantity food preparation; nutritional operational requirements of the National School Lunch and Breakfast Program and related federal and state regulations; use and care of institutional kitchen equipment and utensils; procedures followed in ordering, receiving, storing, and doing inventory for food and supplies; fundamentals of Hazard Analysis Critical Point (HACCP)-based standard safety procedures; interpersonal skills using tact, patience, and courtesy.

Ability to/Skills:

Work within a framework of multiple and complex regulations; coordinate, train, and review the work performance of Nutrition Services staff; prepare food in large quantities, follow standardized recipes, and make proper substitutions, when necessary; make arithmetic computations and keep accurate records; answer phones, check phone messages, and prepare written instructions after taking phone or fax requests; communicate by 2-way radio; speak, read, and write English; communicate effectively both orally and in writing; communicate, think creatively, make timely decisions, learn new operations, and problem solve; basic skills in reading, writing, and mathematics; basic computer skills. meet schedules and timelines; work independently with little direction; demonstrate ability to assist in decision-making, problem-solving, self-management, and integrity; establish and maintain effective working relationships with staff and students.

Experience:

One year of work experience in food service.

Education:

Proof of High School Diploma or Equivalency. Must complete annual training as required by the United States Department of Agriculture (USDA).

WORK YEAR/BENEFITS

This is an **11 month (Student Calendar), 8 hour per day position** with the **NUTRITION SERVICES DEPARTMENT** at **CENTRAL KITCHEN. Hours are from 6:00 a.m. – 2:30 p.m.** Person selected will receive full benefits.

APPLICATION PROCEDURE

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/DistrictJobPosting/1230704>. The deadline for submitting an application is **SEPTEMBER 23, 2019 by 4:00p.m.** A test may be given.

An Equal Opportunity Employer

A.D.A. REQUIREMENTS

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical:

Standing; sitting; walking on level or uneven surfaces; occasionally walking on slippery surface; stair climbing; reaching; bending; use of both legs; fine motor coordination; wrist/arm coordination; wrist/arm motion; grasping/holding; use of all fingers; use of both hands; lift up to 50 lbs.; carry/push 1-50 lbs.; color vision; near vision; night vision; use of both eyes; sense of smell; normal hearing; distinguish sounds in transmission; speaking.

Mental:

Stress of deadlines and interpersonal conflict; normal work standard stress; ability to work with interruption; concentrate for long periods of time; read, interpret code, law, and policy; calculate; perform routine math processes; memorize and recall objects and people; analyze problems and generate alternatives; reconcile apparent ambiguities; solve multi-variant problems; stress from work complexity and uncooperative individuals.

Environmental Demands:

Exposure to sun; extremes of temperatures; wetness; slippery surfaces; chemicals; occasional irregular hours; some contact with toxic materials; occasional work around large pieces of equipment with moving parts.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p style="text-align: center;">Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p style="text-align: center;">Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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