

JOB NOTICE

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

***** PERMANENT DISTRICT EMPLOYEES ONLY *****

Job #198

January 10, 2019

NUTRITION SERVICES LEAD II
Salary \$3,053.00 - \$3,722.00 per month (Range 234)

EXAMPLES OF DUTIES

Plan, organize, direct, and participate in the operation of a middle or small high school cafeteria, including reimbursable meals, a la carte, and snack items; comply with all federal, state, and local laws, regulations and policies in regards to the Nutrition Services operation; maintain food quality standards including appearance and presentation; assure that standards of efficiency and portion controls are followed; direct the assigned Nutrition Service staff by recommending work schedules, assigning and directing employee tasks; clean and oversee the cleaning of work areas, including dishes, sinks, counters, equipment, and general kitchen area; assure that food is prepared and served in a timely manner according to school schedules; coordinate cafeteria operations with school programs; participate and train assigned staff in the operation of kitchen equipment, food preparation, work production standards, and meal service; estimate and order required quantities of foods and supplies based on trends and site activities; inspect items received for quality and quantity; oversee and assist with proper storage and efficient use of food and supplies; conduct transactions with vendors; check goods received against requisitions and invoices; contact vendors or kitchen personnel to make adjustments or correct errors; prepare and maintain a variety of necessary records and reports; ensure documentation in accordance with federal, state, and local laws and policies, such as inventory, cost and sales records, including daily sales, cash deposits, and menu production worksheets; responsible for proper account maintenance of students and staff monies; deposit monies and perform cashiering duties; operate computers using software for point-of-sale to provide accountability for meals served, revenues, inventory management, and electronic email programs; adhere to the standard operating procedures for safety and sanitation required for food safety; know and practice Hazard Analysis Critical Control Point (HACCP) standards and food safety procedures; maintain food service equipment in a clean, safe, and sanitary condition; assure that meals meet the meal requirements specified by the United States Department of Agriculture (USDA); make appropriate food substitutions, when necessary; maintain the Nutrition Service Program's nutritional integrity through production of meals which meet current nutritional standards and meal pattern requirements; ensure special food and nutrition needs are met for students with an appropriately-approved diet order from a recognized medical authority; support all programs in the Nutrition Service Department, including meals, snacks, and nutrition education; demonstrate attendance sufficient to complete the duties of the position as required; attend regular staff meetings and mandatory training workshops as assigned; assist school, community, and district operations during school functions; perform other duties as assigned.

QUALIFICATIONS

License:

A valid California Driver's License. Los Angeles County Food Handler Certificate or equal is required within 90 days of employment.

Knowledge of:

Sanitation and safety practices related to cooking and serving food; principles and methods of quality food services preparation and practices in large-scale food operations; standard kitchen equipment, utensils, and measurements; record-keeping techniques; policies and procedures for the meal pattern requirements of the school meal programs; cost control procedures; appropriate handling and storage of foods; interpersonal skills using tact, patience, and courtesy; principles of providing work direction and guidance to others.

Ability to/Skills:

Meet the physical, mental, and environmental demands of position with/without reasonable accommodation; train and monitor employees and student helpers; plan, organize, direct, oversee, and participate in the operation of the school cafeteria; participate, direct, and assist in preparing, serving, and storage of food, and the cleaning and maintenance of equipment, utensils, and work areas; order and maintain inventory of food and supplies; prepare and maintain records and reports; handle money and keep accurate records; speak, read, and write in English; interpret, apply, and explain rules, regulations, policies, and procedures; communicate effectively both orally and in writing; add, subtract, multiply, and divide quickly and accurately; meet schedules and timelines; assign and review the work of others; work independently with little direction; accept and implement instruction, and give instructions in a positive, cooperative manner; adapt to frequent changes in job duties from managing to food preparation; demonstrate flexibility towards new ideas and changes in program, regulations or procedures; basic computer skills; establish and maintain effective working relationships with staff and students.

Experience:

Two years paid experience in food service and kitchen maintenance.

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 **NUTRITION SERVICES** at **EL CAMINO HIGH SCHOOL**. The 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/JobPosting/1127246>. The deadline for submitting an application is **JANUARY 17, 2019 by 4:00 p.m.** A test may be given.

An Equal Opportunity Employer

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting; walking level surface; walking uneven slippery surface; reaching; bending; use of both legs; fine coordination; wrist/arm motion; grasping/holding; use of all fingers and use of both hands; lifting up to 40 lbs. and over; regularly carry up to 15 lbs.; occasionally carry 26-40 lbs.; color vision; sense of smell; normal hearing and speaking.

Mental:

Occasional stress of emergencies; stress of deadline; normal work standards stress; ability to work with interruption; concentrate for long periods of times; reading; writing; interpreting health codes and procedures; calculate and perform routine math process; memorize and recall objects and people; analyze problems and generate alternatives.

Environmental Demands:

Exposure to extreme temperatures; wetness from steam table; vibration; occasional slippery surface and toxic substances; soaps and cleansers.

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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