

**CHILD NUTRITION SERVICES CATERING LEAD**  
**NEW**

**DEFINITION**

Under general supervision, plan, organize, schedule, lead, control, and participate in all catering requests; support the child nutrition services functions at school sites, district office facilities, and other outside venues; requisition, receive, prepare, serve, and store food and supplies; lead, train, and coordinate food service staff to ensure quality controls and food safety measures are taken; maintain facilities in a sanitary condition and monitor and/or assist assigned food service staff in food preparation; maintain records and prepare reports concerning the child nutrition services operation; work alongside central kitchen lead to coordinate daily operations and production within the central kitchen when there are no caterings scheduled; comply with mandated health and school nutrition regulatory requirements; perform other related work as assigned and/or required.

**ESSENTIAL FUNCTIONS**

Coordinate and execute delivery, set-up, presentation, and clean-up for all catering events; may work a variable schedule, including early mornings, evenings and weekends as required based on catering/special event coordination; plan, organize, schedule, lead, control, and participate in the preparation, cooking, baking, and serving of a variety of foods being transported to multiple receiving kitchens and for on-site use/catering events; ensure proper invoicing is created to bill for catering services; review, inspect, and taste foods to determine quality, appearance, and edibility; inspect and review the food preparation areas to ensure that appropriate cleanliness and sanitation standards are maintained; operate standard industrial food service equipment and appliances; plan and prioritize daily work schedules for on-site personnel; assist in menu development and planning and adhere to predetermined menus; estimate food preparation amounts and adjust recipes to minimize waste; maintain and oversee inventory of frozen and dry food items as well as warehouse items; maintain storeroom records and temperature logs; lead and participate in portion control and in the packaging and storing of products for use on-site and at other locations; order food and supplies from vendors; receive, inspect, and confirm the quantity and quality of food and supplies delivered from vendors; work directly with vendors to manage menu item shortages, substitutions, and pricing comparisons; properly utilize a wide variety of commercial grade kitchen equipment; assist in training assigned personnel on the proper operation, safety, and sanitation procedures of commercial grade kitchen equipment; maintain the food service facility and equipment in a clean, neat, safe, and sanitary condition; maintain a variety of reports pertaining to the operation of on-site and satellite locations; may deliver food/supplies to receiving kitchens as needed; provides support at the site level in positions where needed when sites are short staffed due to absences; communicate with receiving site leads regarding supply requests; may assist in the training and supervision of child nutrition services personnel; prepare and complete all daily paperwork activities associated with the child nutrition services operation to include documentation and/or reports such as daily meal counts, menu production records, transport logs, and inventory; utilize a computer and assigned software as required; work alongside and/or back up the central kitchen lead to complete daily central kitchen operation/production when there are no caterings scheduled; complete the federal regulatory school nutrition professional development training requirements; provide and support a positive climate of customer service in all interactions and communications with students, district staff, families, and community members; attend meetings as required; perform other duties as assigned.

## EMPLOYMENT STANDARDS

### KNOWLEDGE AND ABILITIES

#### Knowledge of:

Methods, procedures, and techniques for preparing, cooking, baking, transporting, and serving foods in large quantities;  
Sanitation, safety practices, and procedures;  
Standard kitchen appliances and equipment;  
Applicable laws, codes, regulations, policies, and procedures;  
Proper methods of storing equipment, materials, and supplies;  
Inventory control and forecasting;  
Principles of training and providing work direction;  
Menu planning, nutrition, and federal school nutrition program requirements;  
Basic arithmetic, record keeping, and money handling procedures;  
Methods and procedures for requisitioning, receiving, and storing of food and supplies;  
Operation of a computer and assigned software;  
Basic marketing and advertising objectives;  
Personnel motivation methods and techniques.

#### Ability to:

Prepare and serve a variety of foods in large quantities;  
Effectively and accurately plan, organize, schedule, train, and lead child nutrition services personnel as well as student workers;  
Meet regular schedules and frequent deadlines;  
Work independently with minimal direction or supervision;  
Maintain complete and accurate inventory control and other operational records;  
Analyze and determine food, supplies, and materials requirements;  
Conduct daily inventories and order appropriate amounts of food and supplies;  
Follow health, safety, and safety sanitation regulations;  
Adhere to appropriate techniques for lifting and/or carrying supplies;  
Adhere to all program and departmental guidelines and mandates;  
Perform simple arithmetical calculations;  
Compile data and prepare clear and concise reports orally, in writing, and by computer;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

### EDUCATION AND EXPERIENCE

#### Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in nutrition, quantity food preparation, menu planning, safety, sanitation, marketing, accounting, or other closely related fields. One-year food service and catering experience preferred. Associates degree preferred.

#### Experience:

Three years in a lead capacity in a large facility producing meals for multiple satellite locations.

### REQUIRED LICENSES AND/OR CERTIFICATES

Must possess a valid and appropriate California driver's license, qualify for insurability with the District's insurance carrier. Must possess a valid Servsafe Manager certificate.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work involving lifting and/or carrying of objects weighing up to 50 pounds and pushing or pulling a rolling cart carrying up to 200 pounds. Physical dexterity in limbs and digits to operate hand and power-driven kitchen appliances and equipment. Ability to bend, stoop, grasp, push, pull, and reach. Reaching overhead, above shoulders, and horizontally.

Working Conditions:

Regularly work in variable indoor and outdoor conditions; extended periods of standing and/or walking and work in areas of variable temperature conditions. Regular exposure to knives, slicers, cleaning agents, and pesticides. Exposure to heat from cooking equipment and cold from walk-in refrigerators and freezers. Exposure to very hot foods, equipment, and metal objects.

Pre-placement Physical: Class I