



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>CHILD NUTRITION SERVICES LEAD – BAKER</u></b>	
<b>DEPARTMENT/SITE:</b> Central Kitchen	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 18 per 2021/2022 Schedule <b>WORK YEAR:</b> 12 Months (240 Days)
<b>REPORTS TO:</b> Child Nutrition Services Supervisor	<b>FLSA:</b> Non-Exempt

**BASIC FUNCTION:**

Under the direction of the **Child Nutrition Services Supervisor**, lead, oversee and participate in food service operations within the Central Kitchen bakery station, including the preparation, production, and distribution of breads, cakes, cookies, and desserts for lunch, breakfast and other food items to meet student needs; maintain the central kitchen, equipment, and utensils in a clean and sanitary condition; inventory supplies and food in stock, order food and supplies; schedule, train and provide guidance to Child Nutrition staff. The incumbents in this classification assist in providing students with nutritious meals which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

The **Child Nutrition Services Lead – Baker** class is responsible for leading food service operations in the Central Kitchen bakery station. This class is distinguished from the other Lead classes, at the same level, which oversees either production at a middle school, or a la carte/breakfast/catering, distribution, or cooking which are at the Central Kitchen.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Lead, oversee and participate in food service operations within the Central Kitchen bakery station, including the preparation, production, and distribution of breads, cakes, cookies, and desserts for lunch, breakfast, and other food items to meet student needs; assure work areas and kitchen functions comply with safety and sanitation regulations and established policies and procedures.

Determine the appropriate quantity of ingredients and other food items for production; adjust recipes, measure, sift, and mix ingredients for different baked goods; knead dough; assure proper food handling for bakery operations; assure appropriate food temperatures and equipment is working properly; fill the orders in a set time assure compliance with food quality standards and appearance; assure meals are distributed in a timely manner.

Prepare and package bakery items at the central kitchen for distribution to school sites; maintain the central kitchen, equipment, and utensils in a clean and sanitary condition; clean packaging machinery following use; operate dishwashers and wash trays, pans, utensils, and other equipment.

Utilize specialized machines in preparation for baking food items; set up ingredients, cups, pans, and trays in preparation for packaging; assemble various ingredients; pack and wrap items utilizing equipment controls according to established procedures; inspect food for portion and quality control.

Maintain accountability for bakery items leaving the central kitchen; order bakery ingredients and supplies pertaining to bakery orders, filling the orders in a set time.

Train and provide guidance to assigned bakery personnel; assign employee duties and review work to assure accuracy, completeness, and compliance with established requirements; enforce departmental standards of conduct, grooming personal hygiene, and dress for self and others assigned to the kitchen; assist in maintaining a cooperative work environment; provide input concerning employee evaluations as assigned.

Prepare and maintain a variety of records and reports related to bakery food items, menus, personnel, inventory, and assigned activities; review and verify accuracy of records, including inventory and other related records.

Oversee and participate in the setup of multiple work areas; discuss changes with servers; study the efficiency of daily operations as necessary; make recommendations to the Child Nutrition Supervisor to improve efficiency.

Coordinate food service inventory functions; estimate and order appropriate amounts of bakery items and supplies; oversee the storage and rotation of food and perishable items and supplies; verify accuracy of shipments; oversee and conduct daily and periodic inventories.

Communicate with staff and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.

Participate and guide the clean-up and sanitation of work areas and equipment; make daily checks for the condition of all physical facilities and equipment, and call for repairs if necessary.

Utilize food carts, hand trucks, and dollies to retrieve food items according to established quantity specifications as required; open cans and replenish containers as necessary; assist in the storage and rotation of supplies in storage areas.

Oversee the operation of the large capacity boiler on a rotating basis as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods of preparing, baking, and packaging food in large quantities.

Methods of adjusting and extending bakery recipes and proper substitutions.

Sanitation and safety practices related to preparing, handling, and serving food.

General nutrition, food values, food combinations, economical substitutions, and menu planning.

Applicable laws, codes, regulations, policies, and procedures.

Inventory practices and procedures including storage and rotation of perishable food.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Principles of training.  
Mathematic calculations and cashiering skills.

Proper lifting techniques.  
Record-keeping and report preparation techniques.

**ABILITY TO:**

Interpret, apply, and explain laws, rules, regulations, policies, and procedures.  
Train and provide guidance to assigned staff.  
Prepare attractive, appetizing, and nutritious meals for students and staff.  
Assure food service facilities, equipment, and utensils are maintained in a clean and sanitary condition.  
Determine appropriate quantities of food items to meet student needs.  
Operate standard kitchen equipment safely and efficiently.  
Follow and assure compliance with health and sanitation requirements.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and timelines.  
Work independently with little direction.  
Add, subtract, multiply and divide quickly and accurately.  
Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to high school graduation or equivalent and two years of increasingly responsible experience in the preparation, baking, and serving of large quantities of food items in a cafeteria or similar facility.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Certified Professional Food Manager Certificate (must obtain within 30 days of hire).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment.  
Subject to heat from ovens.

**PHYSICAL DEMANDS:**

Standing for extended periods of time.  
Hearing and speaking to exchange information.  
Lifting, carrying, pushing, or pulling moderately heavy to heavy objects up to 50 pounds repeatedly as assigned by position.  
Dexterity of hands and fingers to operate food service equipment.  
Reaching overhead, above shoulders, and horizontally.  
Bending at the waist, kneeling, or crouching.  
Seeing to monitor food quality and quantity.

**HAZARDS:**

Heat from ovens.  
Exposure to very hot foods, equipment, and metal objects.  
Working around knives, slicers, or other sharp objects.  
Exposure to cleaning chemicals and fumes from oven and rack cleanings.  
Wet floors, including in the walk-in freezer.  
Cold temperatures of walk-in freezer and refrigerator.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 9/95; Rev. 10/95, 8/98;

07/13 reallocated from R15 (Ewing)

5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022