



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

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

BASIC FUNCTION:

Under the direction of the **Child Nutrition Services Supervisor**, lead, oversee and participate in food service distribution operations within the Central Kitchen; assure and record foods dispatched are at the proper temperature and transport equipment is operating properly; oversee and assure the timely distribution of food and supplies to middle and elementary schools and contracted programs on heated transport carts; schedule, train and provide guidance to assigned 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 – Distribution** class is responsible for leading food service operations in the Central Kitchen distributions area. 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, baking, 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.

Participate in a variety of food service distribution functions; load shipments of food items and supplies such as hot and cold carts and canned and dry goods; fill and process daily food service orders, including inputting requisitions to order food; assure proper and timely distribution of food items and supplies; adjust menus as needed due to food shortages.

Instruct and assist the Distribution staff in accurately measuring, packing, and distributing food and supplies to elementary and middle schools and contracted programs; assure and record food dispatched at the proper temperature and that all transport equipment is operating properly.

Place food items in racks, coolers, or freezers as required; assure proper temperature of food items; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged; assure distribution activities comply with safety and sanitation requirements.

Conduct daily inventories to determine leftover food items and supply quantities; compare inventory levels with food service records to verify accuracy; order food service supplies as directed; review incoming weekly order forms for accuracy and make adjustments as appropriate.

Train and provide guidance to assigned Distribution 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; provide input concerning employee evaluations as assigned.

Prepare and maintain a variety of records and reports related to distribution activities, personnel, inventory, and other assigned activities; operate a computer and assigned software; review and verify accuracy of records, including inventory and other related records.

Operate a variety of standard warehouse and delivery equipment including food carts, hand trucks, pallet jacks, and dollies; drive a vehicle to deliver additional food items as necessary.

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

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

OTHER DUTIES:

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, practices, procedures, and terminology used in food service warehouse, distribution, and delivery operations.

Proper loading and unloading of trucks.

Principles of training.

Sanitation and safety practices related to handling and transporting food.

Storage and rotation of perishable foods.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software

Inventory practices and procedures.

Record-keeping techniques.

Proper lifting techniques.

Health and safety regulations.

Mathematical calculations.

ABILITY TO:

Participate in a variety of food service distribution functions.

Filling and processing daily food service orders.

Load and unload shipments of food items and supplies.

Train and provide leadership and guidance to assigned staff.

Follow and assure compliance with health and sanitation requirements.

Operate a computer and assigned software.

Conduct daily inventories and order appropriate supplies.

Assure proper temperature of food items.

Analyze situations and adopt an effective course of action

Communicate effectively both orally and in writing.

Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Work independently with little direction.
Work with frequent interruptions
Maintain various records related to work performed.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school graduation or equivalent and two years of full-time paid skilled experience working in a high volume institutional food service setting responsible for monitoring sanitation/food distribution.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

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.
Climb a small ladder.

HAZARDS:

Heat from ovens.
Exposure to very hot foods, equipment, and metal objects.
Exposure to cleaning chemicals and fumes.
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

JOB CLASS HISTORY

Approved: Sept 1985; Rev 10/95, Rev. 11/99;
07/13 reallocated from R15 (Ewing)
5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022