

TITLE	School Nutrition Site Lead
REPORTS TO	Director of Food Services
HOURS	Full Time (6 or 7 hours based on location)
LOCATION	Euclid Elementary, Indian Grove, Prairie Trails, River Trails Middle School <i>* Prairie Trails Site Lead will work 1 hour at River Trails Middle School at end of day</i>
JOB GOAL	To independently manage the daily food service operations at a satellite elementary site, or lead the high-volume hot food production for the district's centralized kitchen. Each site lead should be ensuring every entrée is prepared to the highest standards or quality, safety, and nutritional compliance.

QUALIFICATIONS

- Proficient in basic computer skills and ability to master Point of Sale (POS) system, PowerSchool, and Google Workspace applications.
- Must possess or obtain a valid Food Protection Managers Certificate within the first 6 months of employment.
- Proven ability to work independently and manage time effectively without direct on-site supervision.
- Maintains high standards of personal grooming and food safety hygiene.
- Strong interpersonal skills; must act as a professional liaison between the food service department and building administrators and staff.
- Proven ability to prepare high-quality meals in a large-scale commercial or institutional setting, previous experience working in a high-volume food production environment required.
- Strong ability to calculate yields, adjust recipes, and determine portion sizes for multiple school sites.
- Exceptional organizational skills to manage strict production deadlines for transport and service.
- Previous experience working in a high-volume food service environment strongly preferred.
- Exceptional attendance record is required, as this position is the sole operator at the site.
- High School Diploma or equivalent.

PHYSICAL REQUIREMENTS

- Standing, walking, bending, kneeling, and reaching for the duration of the shift.
- Ability to lift pans, food cases, filled milk crates, and transport equipment up to 45 lbs. on a regular basis.
- Ability to work in a high-activity commercial kitchen environment including exposure to heat from warmers and coolers.
- Mastery of commercial kitchen equipment (ovens, steamers, kettles, tilt skillets, etc.)

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

Daily Operations and Food Preparation

1. Acts as the primary authority for food service department at the satellite school, overseeing the local food safety plan and health department compliance.
2. Coordinates setting up serving lines, breakfast stations, and garden bars to ensure an inviting environment for younger students.
3. Manages the daily flow of breakfast and lunch service with minimal supervision.

4. Manages inventory for Pre-K snacks and prepares daily snack delivery twice a day. (Prairie-Trails Only)
5. Prepares specialized lunches for any students with medical meal accommodation requests at the site.
6. Collaborates with School Nutrition Operations Coordinator to place site-specific orders (e.g., milk counts, dry goods) to ensure adequate stock without over-ordering.
7. Leads and executes the preparation of all hot entrees and sides for the central kitchen and satellite schools. (River Trails Middle School Only)
8. Ensures all meals are prepared according to standardized recipes to maintain nutritional integrity, flavor, and consistency district-wide. (River Trails Middle School Only)
9. Calculates yields and monitors portion sizes to ensure each site receives the correct volume of food and remains compliant with USDA meal patterns. (River Trails Middle School Only)
10. Collaborates with the team to lay out food and equipment for the next day's service, ensuring production remains on schedule.
11. Operates and monitors all commercial cooking equipment (ovens, steamers, etc.,) notifying the appropriate authority immediately when repairs are needed.
12. Oversees the loading of transport vehicles for satellite schools to ensure hot food is secure and departs at the required time. (River Trails Middle School Only)
13. Coordinates with the School Nutrition Operations Coordinator to assist with production planning to minimize food waste.

Meal Service and Point of Sale

14. Takes counts and collaborates with the School Nutrition Operations Coordinator to reconcile reports.
15. Serves food during breakfast and lunch with a focus on speed of service and student engagement.
16. Identifies reimbursable meals and demonstrates a mastery of Offer vs Serve and Meal Pattern guidelines
17. Operates the Mealtime POS systems accurately during service, accurately identifies reimbursable meals, and applies Offer vs Serve regulations correctly.
18. Responsible for accurate and complete production counting and data entry to ensure district compliance with state and federal guidelines.

Customer Service and Community Relations

19. Treats every student with dignity, respect, and patience, recognizing that a positive cafeteria experience is essential to their readiness to learn.
20. Maintains a friendly, helpful, and approachable demeanor when interacting with students, staff, and visitors.
21. Addresses customer concerns or questions promptly and professionally, escalating complex issues to the Director of Food Services or Building Administrators when necessary.
22. Actively supports and inclusive environment by adhering to the USDA Nondiscrimination Statement, ensuring all program participants receive equal service regardless of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or prior civil rights activity.
23. Maintains a clean, organized, and inviting service area that reflects the high standards of the district's Food Service program.
24. Protects student privacy by maintaining strict confidentiality regarding eligibility status (Free, Reduced, or Paid) and any specific dietary or medical needs.

Sanitation, Safety, and Other Regulations

25. Acts as the primary lead for the kitchen's food safety (HACCP) plan; Follows all Federal, State, and Local requirements regarding Food Safety.
26. Conducts and logs all required temperature checks for food upon arrival from the central kitchen and throughout service, including hot and cold holding locations.

27. Cleans and sanitizes kitchen equipment and high-touch surfaces throughout the shift.
28. Washes pans, trays, and serving utensils using a three-compartment sink or dishwasher throughout the shift.
29. Responsible for the complete cleaning and sanitation of the serving line, equipment, and dining surfaces at the satellite site.
30. Follows all Federal, State, and Local requirements regarding Food Safety and the district's Food Safety Plan.
31. Implements the district's Health and Accident/Injury Procedures and Blood Borne Pathogens Exposure Control Plan.
32. Supports and implements the district's Risk Management Policy to ensure that statutory and common law health and safety rights are extended to all visitors, employees, and students, to provide careful supervision and protection of all district real and personal property.

Professionalism and Training

33. Demonstrates consistent and reliable attendance; Reads and responds to district communications in a timely manner.
34. Maintains a positive relationship with team members, staff, students, building administration, and custodial staff; Communicates site needs or facility issues to the School Nutrition Operations Coordinator and/or Director of Food Services as necessary.
35. Provide direct assistance and culinary guidance to Nutrition Specialists and Assistants to improve team-wide food preparation skills.
36. Participates in a minimum of 10 hours of required USDA in-service training annually.
37. Performs additional job-related duties as assigned by the Director of Food Services.