

## **Sparta Area School District**

### **1. Article 250– Specifications for Nutrition Team Leader**

#### **QUALIFICATIONS:**

1. Posses those characteristics which will promote success in fulfilling the job goals.
2. High School diploma or G.E.D. equivalent.
3. Demonstrated competency in the following ability and skill areas: analysis, mathematics, accuracy with speed and attention to detail.
4. Demonstrated competency in a majority of the following is preferred:
  - a. Application of state and federal laws related to student food service.
  - b. Storage and preparation of foods for large groups.
  - c. Understanding and meeting special dietary needs.

**REPORTS TO:                    Nutrition Services Supervisor**

#### **SUPERVISION/EVALUATION:**

Performance of this job will be evaluated in accordance with performance responsibilities outlined and with the Board's policy on evaluation of personnel. The Nutrition Services Supervisor will be the primary evaluator.

#### **JOB GOALS:**

1. To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, warmth, and friendliness.
2. Demonstrate a deep-rooted sense of duty and high moral standards which serve to accomplish the mission and purpose of the District and is supportive to others.
3. Demonstrate optimism in both expressive and receptive communication skills while developing sincere positive relationships with fellow employees and others.
4. Demonstrate high organizational skills such as planning, flexibility, prioritization, cooperation and closure, which support high personal expectations for quality in the work place.

#### **PERFORMANCE RESPONSIBILITIES:**

*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.*

##### **1. Communications/Meetings**

- a. Notify Nutrition Team Leader or Nutrition Services Supervisor when problems come up with inventory, maintenance, and etc.
- b. Keep Nutrition Team Leader or Nutrition Services Supervisor informed of student food preferences
- c. Attends Nutrition Department meetings as necessary (as determined by the Nutrition Services Supervisor).
- d. Interact with students, parents, and community in a pleasant and professional manner.
- e. Is responsible for communicating a positive image of the program, Nutrition Supervisor and co-workers to the community, Board Members, and other District employees at all times.
- f. Shows honest exchange of verbal and written communications to Nutrition Services Supervisor.
- g. Attend periodic meetings, courses, and conferences which promote professional growth.

##### **2. Coordination**

- a. Prepare food for meals, including planning ahead.
- b. Be willing to learn and perform routine jobs assigned to others and assist and train substitutes and new employees. Must be able to perform all jobs within kitchen at any time. (Including cashiering at Meadowview and Sparta High School.)

- c. Work cooperatively with other district employees (i.e., custodial, professional, Administrators, co-workers, etc.)
- 3. Record Keeping/Inventory**
- a. Assist in monthly inventory of regular inventory for accountability and proper rotation using first in, first out (FIFO) method.
  - b. Checks quality and quantity of food shipments into the kitchen, signing invoices only after each order has been verified. Paying particular attention to produce.
  - c. Keep accurate list of amount of food used, by use of Production Sheets.
  - d. Is responsible for temperature of food and accuracy before and during service times in accordance with Wisconsin HSS 196 Codes & Regulations. Log temperatures from all lunches.
  - e. Responsible for recording HACCP logs. (Hazard Analysis Critical Control Point)
- 4. Safety & Sanitation**
- a. Make sure that all unused food is properly taken care of, dating and labeling everything. Refrigerate all suitable unused food, planning leftovers into production, so little waste of food occurs.
  - b. Report all misbehavior that threatens the health and/or safety of students.
  - c. Must attend annual ServSafe class planned by Nutrition Services Supervisor.
  - d. Weekly and daily cleaning of kitchen and cafeteria.
  - e. Washing of dishes, pots and pans, utensils, tables, floors, etc.
- 5. Production**
- a. Follows the menu and weekly production sheets and makes necessary substitutions with prior approval of Nutrition Services Supervisor.
  - b. Serve all food items, following proper portion for age group.
  - c. Prepare/blend foods for special diets.
  - d. Knows proper portions for all age groups.
  - e. Work catering functions on an as needed basis.
  - f. The ability to convert and extend recipes as necessary.
- 6. Other**
- a. Follow chain of command regarding any and all problems.
  - b. Report any major employee infractions or equipment malfunctions to the Nutrition Services Supervisor.
  - c. Participate in beginning and end of year setup and shut down.
  - d. Handle other duties as assigned or required.
  - e. Maintain regular attendance.

**ESSENTIAL FUNCTIONS:**

**Physical Environment:**

<b>Continuously (&gt;66%)</b>	<b>Frequently (34-66%)</b>	<b>Occasionally (6-33%)</b>	<b>Rarely (1-5%)</b>
Noise Heat/Cold	Chemical Fumes/Gases	Dirt Toxic Chemicals Heights	Biohazardous Material Human tissue/Fluids

**Mental Demands:**

<b>Continuously (&gt;66%)</b>	<b>Frequently (34-66%)</b>	<b>Occasionally (6-33%)</b>	<b>Rarely (1-5%)</b>
Deadlines Contact with People – Students Contact with People – Special Education Students Contact with People – Others	Multiple Concurrent Tasks Periods of Concentrated Attention Detailed Work	Reading Irregular Work Schedule Interruptions	

**Physical Demands:**

<b>Continuously (&gt;66%)</b>	<b>Frequently (34-66%)</b>	<b>Occasionally (6-33%)</b>	<b>Rarely (1-5%)</b>

Standing Walking Reaching Seeing Hearing	Pushing/Pulling Speaking Pinch/Grip - Medium*	Writing Squatting/Kneeling Sitting	Driving Climbing
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*Pinch/Grip Force Type	Description
LIGHT	Squeezing a paper cup
MEDIUM	Squeezing an aluminum can
FIRM	Squeezing a tin can (with top and bottom removed)

**Material Handling:** Ability to lift, carry, and push-pull items (in pounds) from lower to higher, higher to lower and horizontal positions. Maximum frequencies and maximum weights are

C a t e g o r y	LIFTING (lbs)																FRONT CARRY (lbs)				PUSH-PULL (lbs)							
	Floor to Waist				Knuckle to Waist				Waist to Chest				Chest to Overhead				Horizontal at Waist											
	Continuously	Frequently	Occasionally	Rarely	Continuously	Frequently	Occasionally	Rarely	Continuously	Frequently	Occasionally	Rarely	Continuously	Frequently	Occasionally	Rarely	Continuously	Frequently	Occasionally	Rarely	Continuously	Frequently	Occasionally	Rarely				
Medium	25	30	40	50	25	30	40	50	20	25	30	40	15	20	25	35	25	30	40	50	25	30	40	50	50	65	80	100

shown below.

**OVERALL HEALTH:**

Must be able to pass the school employee physical exam.

**JOB CHANGES:**

Any aspect of this position not mentioned, but in the opinion of the District Administrator, or Board of Education, that becomes necessary, the employee will be given a reasonable length of time to implement the change. If any item in this job description is in conflict or later becomes in conflict with any laws, rules, guidelines, directives, work contract, or policies, that part of the job description will be changed to comply with the laws, rules, guidelines, directives, work contract or policies.

I have been presented the Cook Job Description for the Sparta Area School District. I understand the job description and will abide by the information/rules/regulations contained in the job description document.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Legal Reference:

Cross Reference:

Approved: August 25, 2015

Revised