



Student Nutrition Services Job Description

Job Type/Classification: Student Nutrition Services

Compensation: Student Nutrition column of Student Nutrition Salary Schedule

Reports to: Lead or Head Student Nutrition Services position

Position Summary:

Prepares, packages, stores and distributes high-quality food in a safe, efficient and friendly manner, and provides support in managing inventory and completing appropriate reports.

Essential Duties and Responsibilities:

- Prepares, packages, stores, and distributes high-quality food in a safe, efficient and friendly manner with limited supervision
- Maintains a clean, organized and safe working environment and food service, following established procedures and best practices
- Plans and organizes work in coordination with others to ensure tasks are completed accurately and on-time
- Supports inventory management and department reporting, including, but not limited to, taking inventory, accepting deliveries, and recordkeeping
- Communicates effectively with students, staff and community to build positive relationships
- Ability to complete point of sale transactions or coordinate the work of others
- Assists in accomplishing campus, department and District goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties related to the job or department, as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below

Licenses and/or Certifications:

- Must pass appropriate District exam

Knowledge, Skills and Abilities

- Strong organizational and time management skills
- Principles of nutrition, food safety, sanitation and Hazard Analysis of Critical Control Points (HACCP) standards
- Safe and effective use and maintenance of institutional cooking equipment and large-quantity food preparation
- Good dexterity and physical stamina, including, but not limited to, the ability to stand for extended periods of time, lift/move large trays, carts or supplies, and reach overhead
- Accurate and timely recordkeeping and supply ordering, using appropriate District processes and technology
- Ability to complete basic math calculations, including for food preparation and supply orders



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- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to connect and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 40 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

Board Approved:



Lead Student Nutrition Services Job Description

Job Type/Classification: Lead Student Nutrition Services

Compensation: Lead Student Nutrition column of Student Nutrition Salary Schedule

Reports to: Student Nutrition Services Manager or designee

Position Summary:

Plans, organizes and coordinates the work of self and others to prepare, package, store and distribute high-quality food in a safe, efficient and friendly manner. Manages inventory, recordkeeping, and reporting, as assigned. May work independently at an elementary site, or under the leadership of a Head Student Nutrition Services position at a secondary site.

Essential Duties and Responsibilities:

- Prepares, packages, stores, and distributes high-quality food in a safe, efficient and friendly manner
- Plans, organizes and coordinates the work of self and others to ensure tasks are completed accurately and on-time
- Maintains a clean, organized and safe working environment and food service, following established procedures and best practices
- Manages inventory, recordkeeping and reporting, as assigned and using appropriate District applications
- Communicates effectively with students, staff and community to build positive relationships
- Oversees the work, training and skill development of others
- Ability to complete point of sale transactions and to be responsible for handling cash, recording payments, monitoring account balances, and other related activities
- Assists in accomplishing campus, department and District goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties related to the job or department, as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below. Experience in the food services industry is highly desired.

Licenses and/or Certifications:

- Must pass appropriate District exam
- ServSafe Certificate

Knowledge, Skills and Abilities

- Strong organizational and time management skills
- Principles of nutrition, food safety, sanitation and Hazard Analysis of Critical Control Points (HACCP) standards
- Safe and effective use and maintenance of institutional cooking equipment and large-quantity food preparation



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- Good dexterity and physical stamina, including, but not limited to, the ability to stand for extended periods of time, lift/move large trays, carts or supplies, and reach overhead
- Accurate and timely recordkeeping and supply ordering, using appropriate District processes and technology
- Ability to train and supervise the work of others
- Ability to complete basic math calculations, including for food preparation and supply orders
- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to connect and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

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Board Approved:



Head Student Nutrition Services Job Description

Job Type/Classification: Head Student Nutrition Services

Compensation: Head Student Nutrition column of Student Nutrition Salary Schedule

Reports to: Student Nutrition Services Manager or designee

Position Summary:

Leads team and actively participates to prepare, package, store and distribute high-quality food in a safe, efficient and friendly manner. Responsible for quality assurance, inventory and cost management, recordkeeping and reporting. May work at secondary site or central Culinary Center.

Essential Duties and Responsibilities:

- Leads team and actively participates to prepare, package, store, and distribute high-quality food in a safe, efficient and friendly manner
- Plans, organizes, and coordinates the work of others to ensure tasks are completed accurately and on-time
- Maintains a clean, organized and safe working environment and food service, following established procedures and best practices
- Responsible for quality assurance, inventory management, supply and food orders, and cost management
- Completes regular recordkeeping and reporting accurately
- Trains, coaches and develops others
- Communicates and collaborates effectively with all stakeholders, including students, staff and community, to build positive relationships and provide safe and efficient student nutrition services
- Ability to complete point of sale transactions and responsible for cash management
- Assists in accomplishing campus, department and District goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties related to the job or department, as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Three years of food services industry experience or professional culinary training preferred

Licenses and/or Certifications:

- Must pass appropriate District exam
- ServSafe Certificate

Knowledge, Skills and Abilities

- Strong organizational and time management skills
- Principles of nutrition, food safety, sanitation and Hazard Analysis of Critical Control Points (HACCP) standards
- Safe and effective use and maintenance of institutional cooking equipment and large-quantity food preparation



- Good dexterity and physical stamina, including, but not limited to, the ability to stand for extended periods of time, lift/move large trays, carts or supplies, and reach overhead
- Accurate and timely recordkeeping and supply ordering, using appropriate District processes and technology
- Effective math and analytic skills to support appropriate food preparation, as well as inventory and cost management
- Ability to guide, train, and develop others
- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to connect and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

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