

**Job Title:** Child Nutrition Kitchen Lead  
**Department:** Child Nutrition  
**Reports To:** Child Nutrition Field Supervisor  
**FLSA Status:** Exempt  
**Work Days:** 172 Days

### **Primary Purpose:**

The Child Nutrition Kitchen Lead assists the Child Nutrition Field Supervisor in assisting managers to ensure compliance with quality, safety, and regulatory standards in food service operations. This position is responsible for maintaining high standards in food production, sanitation, and food safety practices across all district campuses. The kitchen leads will also fill in for kitchen managers or cafeteria staff as needed to ensure all students receive program meals in an efficient and timely manner.

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### **Qualifications:**

- **Education:** High School Diploma or GED required.
  - **Experience:** Minimum of 3 years in food service; public school food service experience preferred.
  - **Special Knowledge/Skills:**
    - Ability to understand and follow written and verbal instructions.
    - Working knowledge of commercial kitchen equipment and food safety procedures.
    - Ability to perform basic math
    - Proficient in using technology for communication and food service operations.
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### **Major Responsibilities and Duties:**

#### **Administrative Duties:**

- Check daily food production records for accuracy and compliance.
- Oversee and verify weekly inventories and resolve discrepancies.
- Receive time off requests and call outs. Reassign staff as needed to fill campus kitchen vacancies.

#### **Compliance & Quality Assurance:**

- Ensure adherence to USDA, state, and local child nutrition program regulations.
- Monitor food preparation for compliance with menu requirements, portion control, food quality, appearance, and food safety standards.
- Monitor kitchen cleanliness, safety and sanitation.

- Fill in for absent kitchen managers or cafeteria workers as needed
- Identify and correct unsafe work conditions immediately.
- Run daily, weekly or monthly reports as directed by the Field Supervisor

### **Training**

- Train managers and staff on basic job duties as assigned by the Field Supervisor

### **Cash Handling:**

- Oversee counting and depositing of all child nutrition funds in compliance with departmental cash handling procedures.
  - Make bank deposits daily.
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### **Working Conditions:**

#### **Tools/Equipment Used:**

- Standard commercial kitchen equipment including slicers, mixers, steamers, fryers, stoves, ovens, dishwashers, utility carts, and sharp cutting tools.

#### **Posture & Motion:**

- Prolonged standing and walking.
- Frequent bending, squatting, climbing ladders, pushing/pulling, twisting, and reaching overhead.
- Frequent grasping, squeezing, and wrist flexion/extension.

#### **Lifting Requirements:**

- Frequent moderate lifting and carrying (15–44 pounds).

#### **Environment:**

- Work indoors in a commercial kitchen setting.
- Exposure to extreme hot/cold temperatures, high humidity, noise, vibrations, microwaves, and various kitchen-related hazards including biological, chemical, and electrical.
- Frequent work with hands in water, around machinery, and on slippery surfaces.

#### **Mental Demands:**

- Frequent interruptions and changing priorities.
- Must maintain emotional control and professionalism under stress.

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**This job description is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by the Director of Child Nutrition.**