

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FOOD AND NUTRITION SERVICES PACKAGING LEAD**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Food & Nutrition Services Production, plan, coordinate and assist in the specialized preparation and packaging of food in large quantities at a central kitchen site; coordinate work to meet production schedules; maintain quality and portion of food packaging; prepare nutritious and appetizing meals following established menus and standards; train and provide work direction to assigned staff.

#### **ESSENTIAL FUNCTIONS:**

Plan, coordinate and assist in the specialized preparation and packaging of food in large quantities at a central kitchen site.

Train and assist assigned staff in packing lunches on mechanized assembly line; operate and train staff in the operation of a variety of specialized mechanical and electrical large quantity food production and packaging equipment.

Monitor quality, portions and proper packaging of food; review nutrient analysis; weigh products to assure accurate portions.

Request and receive food and packaging supplies and maintain inventory; prepare requisitions for supplies from warehouse.

Prepare and maintain production and other records related to assigned activities.

Maintain standards of efficiency, safety and sanitation.

Operate a vehicle to conduct work.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods of preparing and packaging food in large quantities.

Sanitation and safety practices related to preparing and packaging food.

Proper lifting techniques.

Policies and objectives of assigned program and activities.

Basic record-keeping techniques.

Operation of food service packaging equipment.  
Principles and practices of training and providing work direction to others.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Prepare and package food in large quantities.  
Operate food service packaging equipment safely and efficiently.  
Maintain food service packaging equipment and areas in a clean and sanitary condition.  
Assure that food items are prepared and packaged properly.  
Maintain basic records and reports.  
Establish and maintain cooperative and effective working relationships with others.  
Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.  
Meet schedules and time lines.  
Train and provide work direction to others.  
Understand and follow written or oral directions.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Speak, read and write English at a level required for satisfactory job performance.  
Maintain consistent, punctual and regular attendance.  
Stand for extended periods of time.  
Move hands and fingers to operate food service equipment.  
Reach overhead, above shoulders and horizontally.  
Bend at the waist, kneel or crouch.  
Use proper lifting techniques.  
Use proper techniques to push or pull items on rolling rack or cart.  
Hear and speak to exchange information.  
See to read printed materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of experience in the preparation and packaging of large quantities of food using automated food service packaging equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid ServSafe Certification.  
Valid California Class C driver's license.  
Floor-lift 41 pounds, arm-lift 41 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Central kitchen environment.

Driving a vehicle to conduct work.

**HAZARDS:**

Working around and with machinery having moving parts.

Exposure to cleaning chemicals and fumes.