

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 timelines.
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.
Effectively 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.
Effectively communicate in order to exchange and understand information.
Effectively read and analyze a variety of 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.
Employee Entrance Evaluation (strength test).

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.

BOARD APPROVED: January 10, 2023