

# GREENFIELD UNION SCHOOL DISTRICT

## JOB OPPORTUNITY

<b>Job Title:</b>	Summer School: Nutrition Services Lead	<b>Job Category:</b>	Classified
<b>Location:</b>	Horizon, Granite Pointe, Fairview (June only), Planz, Prosperity (June only), Palla, Valle Verde (June only), Crescent & Greenfield Middle School	<b>Job Code:</b>	
<b>Salary:</b>	Current Rate of Pay	<b>Work Cal:</b>	<p>Week 1 - June 3rd – 6th (4 Days)  Week 2 - June 9th - 13th (5 Days)  Week 3 - June 16th – 18th (3 Days - Juneteenth Holiday)  Week 4 - June 23rd - 27th (5 Days)  Week 5 – July 1st - 3rd (3 Days - 4th of July)  Week 6 – July 7th - 11th (5 Days)  25 Days Total</p> <p>Varies: 7hrs – Position will work 7hrs with 30 min lunch break (6:30 – 2:00) from June 3 to July 11.</p> <p>All positions are on an as needed basis, and hours and number of days may be reduced depending on participation in our meal programs.</p>
<b>Date Posted:</b>	04/23/2025	<b>Closing Date:</b>	05/06/2025
<b>Applicants apply at: <a href="http://WWW.GFUSD.NET">WWW.GFUSD.NET</a></b>			
<b>JOB REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or GED</li> <li>• Valid TB test</li> <li>• Maintain a ServSafe Manager Certification.</li> <li>• Minimum of five years School Food Service experience.</li> <li>• Two years of food service course work at a Community College or higher educational facility preferred.</li> <li>• Demonstrate ability to interact with district employees, vendors and outside agencies.</li> </ul> <p>Applicants who do not include all the required documents with their application will not be considered for the position.</p>		

### JOB SUMMARY:

Under general direction of the Nutrition Services Director. Coordinates the day-to-day operation of school site food preparation, is responsible for all related record keeping; oversees, directs and coordinates the work of Nutrition Services staff assigned; and performs other related work as required.

### QUALIFICATIONS:

*Knowledge of:*

- Methods of preparing food, cooking and serving of foods

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- Basic methods for computing food quantities as required by weekly production sheets
- The safe use, operation and care of a variety of food service equipment and appliances
- Proper food service sanitation and safety requirements
- Basic mathematics
- Be competent in daily operation of point-of-sale computer software program. Cafeteria accounting procedures and routine forms and reports related to cafeteria collection procedures.
- Knowledge of laws and regulations relating to commodity food products and the National School Breakfast, Lunch and Meal Supplement Program.
- Appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts.
- Quality and food production control; record and report keeping; make mathematical calculations.
- Nutrition Services programs including N.S.L.P., S.B.P. and A.S.S.P. preferred.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operating computers and other office equipment.

### *Ability to:*

- Prepare food
- Requisition proper amounts of food
- Oversee and work on the production floor with food service staff
- Operate food service equipment
- Correctly and efficiently count and reconcile daily cash receipts, keep accurate records and prepare routine reports
- Accurately compute and estimate food quantities needed
- Accurately complete daily production worksheets
- Perform basic mathematical computation
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Establish and maintain effective working relationships with faculty, administration and staff.
- Attends training and in-service sessions as required.
- Perform general clerical work of average difficulty with speed and accuracy.
- Read and comprehend simple instructions, short correspondence, and memos
- Make simple arithmetic calculations with speed and accuracy.
- Communicate both orally and in writing in a clear and concise manner.
- Understand and carry out oral and written directions.
- Hear and speak to exchange and retrieve information in person and on the telephone.
- Apply policies and procedures related to the assigned duties and responsibilities of the position.
- Train staff as needed
- Work independently with little direction
- Maintain files, and respect confidentiality of office information.
- Interact with district employees, vendors and outside agencies
- To create and send emails, also create documents on computer.
- Establish and maintain effective working relationships with faculty, administration and staff.
- Attend training and in-services session as required.
- Complete work with many interruptions.
- Learn and effectively apply proper sanitation and safety requirements associated with food preparation and serving operations
- Understand and follow both oral and written instructions
- Learn to operate assigned food service appliances and equipment in a safe and effective manner.

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- Read at a level sufficient to perform assigned duties.
- Perform routine mathematical calculations accurately.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### DUTIES AND RESPONSIBILITIES (Sample of daily duties, not limited to the following):

- The Lead will be in charge of a school kitchen with the following responsibilities:
- Plans, assigns, supervises and works on the production floor with staff in the preparation and serving of breakfast, lunch and after school snack daily.
- Works from daily production sheets
- Orders and receives food and supplies
- Outlines daily duties and work schedules of Nutrition staff
- Receives and reviews meal applications
- Operates point of sale software program to receive, balance, record and secure all monetary receipts.
- Oversee and assists staff with cleaning of kitchen, kitchen equipment and eating utensils daily
- Assists in receiving, stocking and arranging proper storage of food and supplies weekly
- Set standards of efficiency and sanitation in food preparation
- Responsible for proper instruction of safety procedures on all kitchen equipment
- Responsible for instruction and use of proper sanitation practices
- Knowledge and instruction of safe practice in use of hazardous materials
- Assists and instructs new personnel of procedures of tasks assigned
- Assists the Director of Nutrition Services in evaluating job performance of Nutrition staff
- Works with custodial and maintenance staff in proper maintenance and operation of kitchen equipment.
- Performs other duties and responsibilities as required by the Superintendent or designee, in order to accomplish the goals and objectives of the district.

### EDUCATION:

- Successful completion of accredited "Food Safety and Sanitation"
- "Supervision in the Hospitality Industry" or "Food Service Production Management" college courses required.
- Introduction to the Food Service Industry required.
- Maintain a valid ServSafe Manager Certificate required. Successful completion of other approved Food and Nutrition Classes Preferred.

### PHYSICAL ABILITIES:

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job included close vision, depth perception, and ability to adjust focus.

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1. Seldom: Less than 25%    2. Occasional: 25%-50%    3. Often: 51%-75%    4. Very Frequent: 76% or more

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| <u>3</u> | a. Ability to work at a desk, conference table or in meetings of various configurations.   |
| <u>4</u> | b. Ability to stand for extended periods of time.  |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels.   |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation.                                    |
| <u>3</u> | f. Ability to bend and twist, stoop and kneel, crawl, push, pull.  |
| <u>3</u> | g. Ability to lift <u>50</u> lbs.  |
| <u>2</u> | h. Ability to carry <u>40</u> lbs.   |
| <u>4</u> | i. Ability to reach in all directions.   |

### **EVALUATION:**

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement if applicable. The evaluation will be completed by the Site Principal or his/her designee.

**RIGHT TO REVISE:** This job description is not meant to be all-inclusive, and the school reserves the right to revise the job description as necessary without advance notice.

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### QUALIFIED APPLICANTS MAY BE CONSIDERED FOR AN INTERVIEW APPOINTMENT

The Greenfield Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

Equity Compliance Officer:  
Ramon Hendrix--Superintendent  
1624 Fairview Rd.  
Bakersfield, CA, 93307  
661-837-6000  
hendrixr@gfusd.net

Title IX Coordinator:  
Dr. Debra Thompson--Assistant Superintendent of Student  
Services  
1624 Fairview Rd.  
Bakersfield, CA, 93307  
661-837-6000  
thompsonsd@gfusd.net

Section 504 Coordinator:  
Jennifer Morales—Coordinator of Health  
Services  
1109 Pacheco Rd.  
Bakersfield, CA 93307  
661-837-6130  
moralesj@gfusd.net

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