Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2024

School Nutrition Lead

Pay Scale: B
Level: 3
FLSA Status: Non-Exempt
Job Family: School Nutrition
Primary Location: School-Based

Department Overview
The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department also establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview
The School Nutrition Lead supports the manager in the management of the food service operation which includes adherence to federal and state laws and regulations for accountability of meal patterns, food safety, marketing of programs, and financial integrity.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Assists the manager in the oversite of the production of meals
- Works with department in training and orienting staff and provides ongoing training and assistance to staff
- Stocks, arranges, and delivers food and beverage items for students and staff
- Prepares food and beverage items to meet mandated nutritional requirements and projected meal requirements
- Serves food items to meet mandated nutritional requirements and/or requests of students and school personnel
- Cashiers' meal and ala carte sales successfully, makes accurate change, rings up all transactions, and meets the standard of over/short for the day
- Cleans utensils, equipment, and the storage, food preparation and serving areas to maintain sanitary conditions using HACCP standards
- Assists in preparation of reports in compliance with established regulations
- Functions as the manager in absence of a manager to include roles and responsibilities in relation to general management, staff management, financial management, and material and facilities management
- Assists in promoting the food services program to ensure food service programs are self-supporting
- Follows all established guidelines as identified in the Nutrition Services Employee handbook and in compliance with state and federal requirements and mandated health requirements
- May be asked to travel to various locations throughout the county to assist another staff

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Prior food services experience

Licenses and Certifications
SNA Level 1 certificate required within 90 days of hire
Current ServSafe certification

Knowledge, Skills and Abilities
- Knowledge of food service methods and practices, including proper food safety and sanitation procedures
- Ability to read and interpret standardized recipes and other technical documents
- Work requires excellent customer relations skills
- Ability to perform varied food service work including food preparation, serving, clean up, and cashiering
- Ability to communicate effectively with co-workers and customers and work cooperatively with others
- Ability to work in a fast-paced work environment

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May be exposed to temperature extremes.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.