

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: CHILD NUTRITION SERVICES II

BASIC FUNCTION:

Under the direction of the Director, Child Nutrition Services, prepares and serves food items to students and school personnel at an assigned middle school site; maintains food service facilities in a safe and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Services I classification is the entry-level class in this series. Incumbents perform routine food service activities at an assigned elementary school site. The Child Nutrition Services II classification requires incumbents to assist with duties requiring increased responsibility at an assigned middle school site.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in maintaining food service equipment and utensils in a clean and sanitary condition; operates dishwashers and washes serving equipment; sweeps and cleans floors as assigned to assure a safe and sanitary work environment; maintains equipment and storage, cafeteria, food preparation and serving areas in a sanitary condition in compliance with current health standards.

Assists in the preparation and service of food items to students and school personnel at an assigned elementary school site; prepares fruits and vegetables; assembles various ingredients as assigned; heats, packages and wraps food items according to established procedures and portion control standards; serves meals on serving lines; sets out prepared foods.

Assists with performing functions of other nutritional services positions as requested by the assigned supervisor.

Assists with stocking condiments, food items and related supplies as assigned; assists in the storage and rotation of supplies in storage areas; assists with unloading food, materials and supplies from delivery trucks as assigned.

Checks and assures proper temperatures according to established procedures; records kitchen and food-related data including food temperatures, milk and food counts; assists with recording inventory information as assigned; maintains routine records and reports related to assigned duties.

Collects payments for meals and assures appropriate payments are collected at time of purchase; assists with balancing cash drawer at end of day as assigned; assures reconciliation between meal counts and payments according to established procedures.

Communicates with internal and external contacts as assigned to exchange information and resolve issues or concerns.

Inventories food, condiments and supplies and assures availability of items required for projected menu requirements; inspects food items and supplies and verifies quantities, quality and specifications of orders and assures orders comply with mandated health standards.

Maintains food service equipment and utensils in a clean and sanitary condition; operates dishwashers and washes serving equipment; sweeps and cleans floors as assigned to assure a safe and sanitary work environment; maintains equipment and storage, cafeteria, food preparation and serving areas in a sanitary condition in compliance with current health standards.

Maintains routine records and reports related to assigned activities and records kitchen and food-related data.

Operates standard food service equipment such as slicers, ovens, steam tables, dishwashers, can openers, food carts and warmers; operates a computer and assigned software as required; reports equipment malfunctions to appropriate personnel.

Pans and prepares ready-to-eat food items and beverages for onsite and offsite school kitchens as assigned; assists with cooking items for other school sites as assigned.

Prepares and arranges ready-to-eat food items and beverages; prepares food items for the next day as assigned according to established procedures; counts leftover items as assigned.

Prepares and serves food items to students and school personnel at an assigned middle school site; prepares fruits and vegetables; assembles various ingredients as assigned; heats, packages and wraps food items according to established procedures and portion control standards; serves meals on serving lines; sets out prepared foods.

Prepares salads and packaged foods for distribution; mixes, slices, grates and chops food items; opens cans; replenishes containers as necessary.

Stocks condiments, food items and related supplies as assigned; assists in the storage and rotation of supplies in storage areas; unloads food, materials and supplies from delivery trucks as assigned.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Quantity food preparation including washing, cutting and assembling food items and ingredients.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment and utensils.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Oral and written communication skills.
- Basic record-keeping techniques.

ABILITY TO:

- Prepare and serve hot and cold menu items to students and staff at an assigned Middle school site.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Operate a cash register and make change accurately.
- Maintain routine records.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and six months of experience in quantity food preparation.

LICENSES AND OTHER REQUIREMENTS:

- Successful passage of the District’s Job Related Proficiency Test.
- Valid and appropriate Food handler’s service certificate(s).
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:

- Food service environment.
- Subject to heat from ovens.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

HAZARDS:

- Heat from ovens.
- Exposure to very hot foods, equipment and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

FLSA Status

Approval Date

Salary Range

Non Exempt

3/01/08 (Child Nutrition Worker II), 9/28/17, 2/15/18

Classified 18