



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

CHILD NUTRITION SERVICES WORKER

JOB FAMILY: Child Nutrition

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

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

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Assists in preparing meals using both convenience and scratch cooking methods incorporating fresh, whole ingredients; assists with ingredient preparation and cooking; follow instructions from recipes, ensuring consistency in taste and presentation.
2. Assists in the preparation and service of food items to students and school personnel at an assigned 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.
3. Assists with inventory of food, condiments and supplies to ensure items are available for projected menu requirements; inspects food items and supplies to verify quantities, quality and specifications of orders and ensures orders comply with mandated health standards.
4. Assists with performing the functions of other nutritional services positions as needed.
5. Checks and ensures 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.
6. Collects payments for meals and ensures appropriate payments are collected at the time of purchase; assists with balancing cash drawer at the end of the day as assigned; ensures reconciliation between meal counts and payments according to established procedures.
7. Communicates with internal and external contacts as assigned to exchange information and resolve issues or concerns.
8. 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.
9. Operates standard food service equipment including, but not limited to 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.

10. Plans and prepares food items and beverages for the onsite and offsite school kitchens as assigned, including for the subsequent days' menu.
11. Prepares salads and packaged foods for distribution; mixes, slices, grates, and chops food items; opens cans; replenishes containers as necessary.
12. 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.
13. Supports the District's recycling program for organic waste and food recovery.

OTHER DUTIES:

1. Attends and participates in meetings, in-service training, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

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

Skills and Abilities to:

- Communicate in both oral and written form
- Establish and maintain cooperative and effective working relationships with others
- Follow health and sanitation requirements
- Learn and perform scratch cooking techniques
- Maintain food service facilities, equipment, and utensils in a clean and sanitary condition
- Maintain routine records
- Meet schedules and timelines
- Operate a cash register and make change accurately
- Operate standard kitchen equipment safely and efficiently
- Prepare and assemble food items and ingredients
- Prepare and serve hot and cold menu items to students and staff at an assigned school site
- Understand and follow oral and written directions

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: six months of professional experience in the preparation, cooking, and serving of food, experience with scratch cooking preferred.

LICENSE(S) REQUIRED:

- Valid and appropriate Food Handler Card
- 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

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Exposure to cleaning chemicals and fumes
- Exposure to very hot foods, equipment, and metal objects
- Food service (may not be climate controlled) environment
- Subject to heat from food service equipment and cold from walk-in refrigerators and freezers
- Working around knives, slicers, or other sharp objects
- Bending at the waist, kneeling, or crouching
- Dexterity of hands and fingers to operate food service equipment
- Hearing and speaking to exchange information
- Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position
- Reaching overhead, above shoulders, and horizontally
- Seeing to monitor food quality and quantity
- Standing for extended periods of time