

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHILD NUTRITION SERVICES ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of the Director-Child Nutrition Services, assist in quantity preparation and serving of foods at an assigned school site; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; maintain compliance with Hazard Analysis Critical Control Point (HACCP) guidelines.

#### **DISTINGUISHING CHARACTERISTICS:**

The Child Nutrition Services Assistant I classification is the entry-level class in this series. Incumbents perform basic and routine food service preparation and other activities related to the preparation and serving of food at an assigned school site. The Child Nutrition Services Assistant II classification serves as the Site Lead in the absence of the Site Lead.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist in the preparation and service of food; prepare fruits, vegetables, cereals and desserts; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.

Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; sweep and mop floors to assure a safe and sanitary work environment; wash pots, pans, plates, utensils and other serving equipment.

Clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages for sale; count and set-up plates, trays and utensils.

Prepare salads, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.

Perform routine cashiering duties as assigned; count money and make correct change; collect and sort meal cards or monitor student identification input.

Operate standard food service equipment such as slicers and warmers.

Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas.

Document and maintain temperature logs and other logs as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic food preparation including washing, cutting and assembling food items and ingredients.

Basic kitchen utensils and equipment.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic math and cashiering skills.

Oral and written communication skills.

**ABILITY TO:**

Provide timely service of foods for students and staff at an assigned school site.

Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.

Learn methods and procedures for preparing and serving food in large quantities.

Learn sanitation practices related to the handling and serving of food.

Wash, cut, slice, grate, mix and assemble food items and ingredients.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Understand and follow oral and written directions.

Operate a cash register and make change accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**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.

Ability to see to monitor food quality and quantity.

**HAZARDS:**

Heat from ovens.

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

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