

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION SERVICES ASSISTANT II

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; provide work direction and guidance to Nutrition Services staff in the absence of the Site Leader.

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:

Check daily menus for updates and changes; assist in the planning of quantity of food to be prepared daily; pull breakfast and lunch items from inventory for food service preparation, cooking and assembly.

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.

Set up serving lines; 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; prepare deposits as assigned; collect and sort meal cards or monitor student identification input; collect and record payments on student accounts.

Maintain log sheets for food prepared, including lot numbers and temperatures; maintain daily milk and juice inventory logs; maintain inventory in pantry, refrigerators, freezers and other storage areas.

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Operate standard food service equipment such as slicers, steam tables, mixers and warmers.

Provide work direction and guidance to Nutrition Services staff in the absence of the Site Leader.

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

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 and one year quantity food preparation experience.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate ServSafe food service certificate(s).

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.

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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