

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	CHILD NUTRITION ASSISTANT I
Job Family:	Child Nutrition
Reports to:	Director of Child Nutrition Services
Salary Level:	Range 21
Calendar:	Classified School Year

SUMMARY:

Under the supervision of the Director of Child Nutrition Services, assist in the preparation and/or serving of food in District central kitchen, cafeterias and dining areas; ensure effective operations of planned nutritional items preparation and the clean and sanitary condition and maintenance of facilities and equipment in kitchens, food counters and cafeteria areas. The Child Nutrition Assistant I classification is the entry-level class in this series. Incumbents prepare a variety of food, perform routine food service activities and maintain order and cleanliness of kitchen and food areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with cooking, baking and preparing food and beverage items per District standardized recipes and established food preparation procedures and menus, special dietary and nutritional requirements and restrictions, portion control guidelines, and Child Nutrition department directives.
- Clean, peel, cut, and cook vegetables, meat, fish, or poultry; washes fresh fruit and bakes breads, rolls, or other pastries; prepare sandwiches, pastas, vegetables, and both cold and hot food items for meeting mandated nutritional and projected meal requirements to be served; prepare special dressings, sauces and condiments.
- Portion and package food items for student and staff consumption; ensure menu items are prepared in sufficient quantities to satisfy consumption volumes.
- Assist in planning menus that are varied, nutritionally balanced, and appetizing.
- Ensure food, condiments and other departmental supplies are ordered and received in a timely manner to ensure adequate inventory levels and provision for supported and anticipated volume prepare orders as required; receive deliveries as assigned.
- Serve food ensuring correct serving temperature and quality; report substandard quality food to the attention of the Director; serve food in proper pre-determined portion sizes.
- Assess prepared food for flavor, appearance, and temperature; inspect food items and/or supplies to verify quantity, quality and specifications of orders and/or compliance with mandated health standards.
- Collect money from school vending machines; prepare daily bank deposits; monitor vending machine content and order food/drink items as needed. Low level troubleshooting of vending machine equipment.
- Clean and inspect equipment, kitchen appliances, and work, storage and serving areas to ensure cleanliness and functional operation; maintain equipment, storage, food preparation and serving areas in a sanitary condition in compliance with current health standards; clean linens as needed.
- Maintain records and reports, including counting and recording the amount of leftovers, number of opened cans, student lunch balances, and collection and reconciliation of money, informing students of their lunch balances and related matters.
- Provide services to cafeteria customers in a friendly and efficient manner.

Other Duties:

- Serve as cashier, collecting money, making change and counting totals as needed.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of food service experience.

Licenses and other Requirements

- ServSafe Food Handler Certificate.

Knowledge of:

- Cooking, baking and preparing snacks, breakfast and lunch items.
- Food service operations, at a school setting.
- Basic methods and materials used in the preparation, serving and transporting of food.
- Food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
- Basic food serving utensils and equipment.
- Basic sanitation and safety procedures related to the preparation and serving of foods.

Ability to:

- Stand for extended periods of time.
- Work efficiently during rush conditions.
- Count, add, subtract and tally series of numbers.
- Make change quickly and accurately.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted during work.

WORKING CONDITIONS:

Work Environment:

- Kitchen and food service environments.
- Subject to heat from ovens and cold from freezers.

Physical Demands:

- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling food trays, carts, materials and supplies up to 40 lbs individually, and items which exceed 40 lbs. with assistance.
- Dexterity of hands and fingers to operate nutrition service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information.
- Seeing to monitor students and food quality and quantity.

Hazards:

- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.
- Exposure to heat from ovens and stoves and cold from refrigerators and industrial freezers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018