

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	CHILD NUTRITION ASSISTANT III
Job Family:	Child Nutrition
Reports to:	Director of Child Nutrition Services
Salary Level:	Range 23
Calendar:	Classified School Year

SUMMARY:

Under the supervision of the Director of Child Nutrition Services, prepare and serve hot and cold menu items to students and staff at District Food Service and dining locations; ensure the effective and efficient operations of food site operations; maintain kitchen and nutrition service areas in safe, clean and orderly condition; perform cashiering duties and prepare daily cash and sales reports. The Child Nutrition Assistant III classification is distinguished by incumbents performing more advanced level and complex food service preparation skills in cooking, baking and packaging of large quantities and varieties of food at assigned food service locations. Incumbents also perform cashiering duties, completing of required food service forms and meal count records, overseeing school kitchen operations and in performing lead responsibilities over work performed by Child Nutrition Assistant I.

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.

- Cook from scratch and prepare and serve a variety of hot and cold menu items; observe quality and quantity of food served per established District and Child Nutrition food preparation policies and procedures; ensure proper temperature, preparation and presentation of foods.
- Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items as assigned; sets-up, counts, stocks and serve milk; check expiration dates and discard containers as needed; package food for distribution various to District sites.
- Ensure compliance with safety and sanitation regulations; maintain temperature logs of food and other perishable items.
- Utilize computer data bases to track meals and student accounts; review free and reduced lunch applications for completeness; prepare notifications on status of pre-paid accounts.
- Count money and make correct change; count and record daily cash receipts; total daily sales; prepare manual and automated daily cash, sales and ordering reports; prepare bank deposits and production records.
- Estimate sales and food needed for production at District locations; count amount of food to correspond with each day estimated sales; store food and makes daily reports of amount sold; order daily meals, milk, juices and other food items.
- Estimate food product quantities needed for operation; order, receive, inspect, verify and accept deliveries of food and supplies; monitor and inventory food products according to established procedures; assist with inventory and maintains simple records; verify food service deliveries and supplies. ; assist the Director in preparing school menus,.
- Sanitize and clean serving counters, tables, chairs, food containers and other nutrition service equipment and areas; assist with washing and drying dishes and utensils as needed.
- Operate a variety of nutrition service equipment including convection ovens, microwave ovens, electric slicer, mixer, oven, steamer and grill; set up and take down serving tables; organize serving areas.
- Train and provide work direction and guidance to assigned staff and student workers as assigned.
- Assist with the loading and unloading of nutrition service containers such as carts and dollies.

- Assist with food preparation and service at special events as assigned; travels to other school sites to assist nutrition service staff as needed; drive departmental vehicle for delivery and pick-ups as required by the position.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years of experience in the operation of school cafeterias including preparing and serving food.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance. *(Must submit authorization for License Pull Notice)*
- ServSafe Food Handler and Manager Certificate.

Knowledge of:

- Safe operations in food services and of food service equipment.
- Basic computer skills to record, report and retrieve sales and production level information.
- Applicable laws, codes, regulations, policies and procedures.
- Basic supervision and management of staff.
- Methods of preparing and serving food in large quantities.
- Sanitation practices related to preparing, handling and serving food.
- Storage and rotation of perishable food.
- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Rules and regulations pertaining to health and safety in the cafeteria.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Operate nutrition service equipment safely and efficiently.
- Observe and follow health and sanitation requirements.
- Prepare and serve food in accordance with health and sanitation regulations.
- Maintain nutrition service equipment and areas in a clean and sanitary condition.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Ensure that food items are prepared, served and stored properly.
- Perform cashiering duties and make change accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others.
- Use interpersonal skills using tact, patience and courtesy.
- Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
- Meet schedules and time lines.
- Understand and follow written or oral directions.
- Maintain records.

WORKING CONDITIONS:

Work Environment:

- Kitchen and food service environments.

Physical Demands:

- Standing for extended periods of time.

- Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies.
- 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:

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

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