

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	CHILD NUTRITION ASSISTANT I/DRIVER
Job Family:	Child Nutrition
Reports to:	Director of Child Nutrition Services
Salary Level:	Range 24
Calendar:	Classified School Year

SUMMARY:

Under the direction 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; drive food service catering vans or other light vehicle in the pickup and delivery of meals and food service materials and supplies; perform routine food service duties such as preparing food for distribution, washing dishes and serving food at various District sites; ensure proper order of food delivery; serves food; monitors vehicle and its internal systems.

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.

- 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.
- Portion and package food items for student and staff consumption; ensure menu items are prepared in sufficient quantities to satisfy consumption volumes at a variety of school sites.
- 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.
- 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;
- 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.
- Assist in planning menus that are varied, nutritionally balanced, and appetizing.
- 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.
- Drive a van or light truck along designated routes to and from central kitchen, preparation kitchens, and satellite school sites; confirm deliveries comply with quantity and product specifications; ensure temperatures of food, beverages and food items remain at optimal levels for consumption.
- Pick up and deliver prepared meals, food stuffs, and supplies and other items as assigned; ensure proper maintenance and return of equipment and surplus food to main kitchen as needed; ensure food service goods are delivered in a timely manner.
- Receive stocks and non-stocks items including milk, produce, and food; inspect and monitor delivery ensuring specifications, and proper quality and quantity of orders.

- Maintain contact with County Food Inspector and provide inspections and certifications as requested for periodic inspections; respond to inquiries of students, staff and the public for providing written information and/or direction regarding the selection and price of meal items.
- Load food carrier containers with prepared meals into vehicle for delivery; unload and transport food carrier containers at satellite site into kitchen; recover food carrier containers from each satellite site, loads into vehicle, and returns to preparation kitchen; assist in receiving and storing foods, condiments, and supplies to maintain adequate quantities and item security.
- Perform daily safety inspection of vehicles and operate vehicle to and from central kitchen and school sites, obeying traffic laws and observing defensive driving practices; fuels and performs minor preventive maintenance of assigned vehicles.
- Assist in the monitoring, reduction, and management of food waste; dispose of waste per Food Services operating procedures, District guidelines, the State, and County Health Department processes and procedures.
- Conduct physical inventories to verify stock, order meals, record cash deposited and identify losses; maintain documentation and records, including: delivery logs, routes, production records, daily sales, cash amounts deposited, and meals ordered and delivered for providing written support and/or conveying information.
- Practice safe food handling per District and State guidelines, policies and procedures.
- Perform deep cleaning of assigned service areas and transportation equipment.

Other Duties:

- Drive a van, light truck and/or food truck.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of experience in a food service environment including experience driving delivery vehicles.

Licenses and other Requirements

- Valid California Class C Driver's license. *(Must submit authorization for License Pull Notice)*
- ServSafe Food Handler Certificate.

Knowledge of:

- Operation of light vehicles, dollies, warehouse equipment and basic vehicle maintenance procedures. Basic vehicle safety inspection procedures.
- Basic record-keeping methods applicable to delivery functions.
- Sanitation and safety practices in the transport, handling and preparation of food.
- Use and care of kitchen equipment and utensils.
- Cleaning and sanitation methods used in a food service environment.
- Food storage methods.
- Proper loading and unloading of trucks.
- Traffic laws, defensive driving techniques and rules of the road.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Health and safety regulations.
- Basic arithmetic including addition, subtraction, multiplication, and division.
- Customer service skills.

Ability to:

- Drive a vehicle along designated routes to school sites and other District locations to deliver a variety of food service goods.
- Learn the practices, procedures, terminology and techniques involved in the transport and delivery of food items and supplies.
- Fill and process daily food service orders and verify accuracy of shipments.
- Operate delivery vehicle, dollies and other warehouse equipment.

- Utilize space efficiently and effectively.
- Maintain various records related to work performed.
- Ensure proper temperature of food items.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environments.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate a variety of warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and to inspect delivery vehicles.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Heavy physical labor.
- Walking for extended periods of time.

Hazards:

- Exposure to hot, cold, wet, humid, or windy conditions.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Traffic hazards.
- Cold from walk-in refrigerators and 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