



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 22-2022/23  
 DATED 10/19/2022

<b><u>CHILD NUTRITION ASSISTANT I</u></b>	
<b>DEPARTMENT/SITE:</b> Child Nutrition or School Site  <b>REPORTS TO:</b> Director of Child Nutrition or Assigned Supervisor	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 11 <b>WORK CALENDAR:</b> 204 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the direction and supervision of the Director of Child Nutrition, and the day-to-day work coordination of a Child Nutrition Assistant II or higher level, the Child Nutrition Assistant I provide support to the educational process at an assigned food service location with specific responsibilities for preparing and serving meals and food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition. The incumbents in this classification provide the school community with nutritious student meals which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**  
 The Child Nutrition Assistant I is the first level in the series performing frequently repeated food preparation and serving tasks to provide breakfasts and lunches to students and may be assigned at elementary, middle, and high school sites or in the District’s Central Kitchen. The Child Nutrition Assistant II is either the lead worker at an elementary school kitchen or is assigned to the Central Kitchen or a middle school where the class performs a broader and more difficult range of food preparation and serving tasks and duties than is the Child Nutrition Assistant I.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in the operation of kitchen equipment (e.g., dishwasher, utensils, mixers) for the purpose of preparing meals and/or keeping equipment sanitized.
- Assists in the preparation of food and beverage items to meet mandated nutritional standards and projected meal requirements.
- May assemble and package prepared food for serving directly to students at mealtime or for transporting from a central kitchen to a school site kitchen.
- May assist with taking food supply inventory and receiving or preparing for food service deliveries.
- May collect and account for money paid by students for optional food items not covered under the student’s ID number.
- Organizes and handles prepared foods at assigned locations, for the purposes of serving to students and staff.
- Participates in maintaining and sanitizing storage areas, food preparation surfaces, food serving areas, and all equipment in a sanitary condition in accordance with current health standards.
- Reports equipment malfunctions to designated supervisory personnel to obtain repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or

requests of students and school personnel.

- Washes, cleans, and sanitizes kitchen areas, surfaces, utensils, and equipment as assigned and required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Food serving methods and procedures, such as heating and wrapping food items
- Basic food handling techniques
- Sanitary methods and techniques for food storage, preparation, and serving
- Safety practices
- Standard kitchen equipment, utensils, and measurements
- Basic mathematics and counting money to make change and document food item sales

### **Skills and Abilities to:**

- Adhere to safety practices
- Operate equipment used in commercial kitchens to prepare food in volume
- Work effectively, patiently, and flexibly despite frequent interruptions and under time constraints
- Work as part of a team to prepare and serve food in large volume in accordance with standard production procedures and food safety practices
- Communicate effectively with students and with persons of diverse backgrounds
- Establish and maintain effective interpersonal relationships with assigned co-workers
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethics, religious and cultural backgrounds, disabilities, and sexual orientations of student, parents, teachers, administrators, and staff
- Follow oral and written instructions and applicable health and sanitation requirements
- Prepare, set-up and serve food safely to students according to established procedures
- Accurately handle and account for money received and make change
- Operate safely and efficiently standard commercial kitchen equipment, appliances, and utensils
- Communicate using tact, patience and courtesy in a manner that reflects positively on the District

## **RESPONSIBILITY:**

Responsibilities include working under frequent supervision and direction using standardized procedures.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Six (6) months experience in handling of foods; experience in a cafeteria or restaurant setting is preferred.

### **LICENSE(S) REQUIRED:**

- None

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score

- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months appointment and failure to do so could result in release
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders and horizontally
- Seeing to assure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents