



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

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 92-2023/24  
 DOCUMENT NO. 84-2023/24  
 DATED 06/20/2024

<b><u>CHILD NUTRITION ASSISTANT II</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> 14 <b>WORK CALENDAR:</b> 205 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the general direction of the Director of Child Nutrition, the Child Nutrition-Assistant II provides support to the educational process at assigned food service location/s with specific responsibilities for preparing and serving 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 safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**  
 The Child Nutrition Assistant II is the second level in the series and is either the lead worker at an elementary school kitchen or is assigned to the Central Kitchen or a middle school where the class is assigned a broader and more difficult range of food preparation and serving tasks and duties than are assigned to the Child Nutrition Assistant I. 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.

**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 food preparation for special events at assigned location as requested.
- Cleans utensils, equipment, and storage, food preparation, and serving areas to maintain required sanitary conditions.
- Enters food orders into Food Service Inventory software.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality, and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments, and supplies to ensure timely reorder and availability of items for meeting projected menu requirements.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition in compliance with current health and safety standards.
- Maintains files and records (e.g., temperature logs, transport records) to provide written documentation

**MUSD BOARD APPROVED: SEPTEMBER 10, 2024**  
**MOTION NO. 18-2024/25**  
**DOCUMENT NO. 85-2024/25**

and support and/or conveying information.

- May opens site kitchen to prepare, set up, and serve breakfast meal.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Operates a variety of kitchen/cafeteria equipment such as stoves and ovens for the purposes of cooking, heating, or warming prepackage food items.
- Operates kitchen machinery (e.g., pre-pack machine, slicers) for the purpose of preparing, packaging and/or transporting meals.
- Performs functions of other nutritional services positions when requested by supervisor to ensure adequate staff coverage within the site's nutritional services operations.
- Prepares food and beverage items to meeting mandated nutritional and projected meal requirements.
- Prepares standardized documents (e.g., transport records, inventory sheets) to communicate information to others.
- Provides work direction and coordination to assigned Child Nutrition Assistant I.
- Reports equipment malfunctions, notifying supervisor of need for repair and/or replacement.
- Serves and assists in preparation of institutional quantities of food items from established menus.
- Serves food items according to specified quantities and portions.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Travels to assigned school site for the purpose of arranging, preparing, and serving meals to students and other school personnel.
- 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:**

- Safety and food sanitation practices and procedures (e.g., washing and cutting vegetables and meat, assembling items for packaging, and controlling food temperature during storage, shipping and serving)
- Quantity food preparation and handling
- Institutional quantity food preparation, methods, procedures, and services
- Food serving methods and procedures such as heating and wrapping food items
- Basic food handling techniques, including storage and proper temperature control
- Setting up and selling food items
- Inventory, record keeping and ordering practices
- Standard kitchen equipment, utensils, and weights, and measures
- Basic mathematics (add, subtract, divide, decimals, fractions for making change, counting a drawer, measuring proportions of food items, taking inventory, and ordering supplies)

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

- Adhere to safety practices
- Operate equipment found in a commercial kitchen
- Skilled at computerized data entry for food service-related data and transactions
- Work as part of a team
- Work at a fast pace with interruptions
- Communication with persons of diverse backgrounds
- Patience and flexible; ability to follow oral and written instructions
- Prepare, set-up and serve food to students according to established procedures
- Accurately handle and account for money received and make change
- Safely and efficiently operate standard kitchen equipment, appliances, and utensils

- Follow applicable health and sanitation requirements
- Work effectively under time constraints
- Communicate effectively with students, co-workers, and others of diverse background
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethics, religious, and cultural backgrounds, disabilities, and sexual orientation, of students, parents, teachers, administrators, and staff
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

**RESPONSIBILITY:**

Responsibilities include working under general supervision using standardized procedures; leading, guiding, and/or coordinating others.

**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:**

Two (2) years of work experience in school food services; experience with menu planning and basic nutrition 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 6 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