

Madera Unified School District Classified Job Description

Child Nutrition-Assistant II

Purpose Statement

The job of Child Nutrition-Assistant II was established for the purpose/s of providing 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.

This job reports to Child Nutrition Supervisor or Child Nutrition Specialist.

Essential Functions

- Operates a variety of kitchen/cafeteria equipment such as stoves and ovens for the purposes of cooking, heating or warming prepackage food items.
- Enters food orders into Food Service Inventory software.
- Provide work direction to assigned Child Nutrition Assistant I.
- Serves and assists in preparation of institutional quantities of food items from established menus.
- Assists in food preparation for special events at assigned location as requested.
- Serves food items according to specified quantities.
- 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 for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains files and records (e.g. temperature logs, transport records, etc.) for the purpose of providing written support and/or conveying information.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Operates kitchen machinery (e.g. pre-pack machine, slicers, etc.) for the purpose of preparing, packaging and/or transporting meals.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.

- Prepares standardized documents (e.g. transport records, inventory sheets, etc.) for the purpose of communicating information to other parties.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for 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.
- Travels to assigned school site for the purpose of arranging, preparing, and serving meals to students and other school personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS OF: adhering to safety practices; and operating equipment found in a commercial kitchen; skilled at computerized data entry for food service related data and transactions

KNOWLEDGE OF: Safety practices and procedures; quantity food preparation and handling and sanitation practices; knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; food serving methods and procedures such as heating and wrapping food items; basic food handling techniques, including storing proper temperature control, serving and selling food items; inventory, record keeping and ordering practices; food sanitation, preparation (washing, cutting, assembling food items) and safety practices; standard kitchen equipment, utensils, and measurements; basic mathematics, add, subtract, divide, and use decimals and fractions.

ABILITY TO: Work as part of a team; working 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; understand, be sensitive to and respect the diverse academic, socio-economic, ethics, religious, and cultural backgrounds, disabilities and sexual orientations, of students, parents, teachers, administrations 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 direct supervision using standardized procedures; leading, guiding, and/or coordinating others.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Minimum Qualifications

Experience Two years of work experience in school food services, menu planning, and basic nutrition preferred.

Education High School diploma or equivalency.

Possession of, or ability and qualifications to obtain the Food Safety Certificate listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

Maintain as needed

Certificates

Food Safety Certification

Valid CDL

Clearances

DOJ/FBI Background

TB Clearance

Physical Demands (D)

FLSA Status

Non- Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 12