

## **Madera Unified School District Classified Job Description**

### **Child Nutrition-Assistant I**

#### **Purpose Statement**

The job of Child Nutrition-Assistant I was established for the purpose/s of providing support to the educational process at an assigned food service location 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**

- Organizes and handles prepared foods at assigned locations, for the purposes of serving to students and staff.
- May assemble and package prepared food for the purpose of transporting, depending on work location.
- May assist in the collection of money for the purpose of completing sales transaction.
- May assist with inventory and food service deliveries.
- Assist in the maintenance of equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Washes, sanitizes kitchen, cleans kitchen areas surfaces and serving areas, cleans utensils, equipment, as required for sanitary conditions.
- Assist in the operation of kitchen equipment (e.g. dishwasher, equipment, mixers, etc.) for the purpose of preparing meals and/or keeping equipment sanitized.
- Assist in the preparation of food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- 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.

#### **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.

KNOWLEDGE OF: 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.

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.

**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 0% sitting, 35% walking, and 65% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Minimum Qualifications**

Experience      Six months experience in handling of foods in a cafeteria or restaurant setting 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

**Certificates**

Food Safety Certification  
Valid CDL

**Continuing Educ./Training**

Maintain as needed

**Clearances**

DOJ/FBI Background Clearance  
TB Clearance  
Physical Demands(D)

**FLSA Status**

Non-Exempt

**Approval Date**

**Salary Range**

8