



For the future of every student

CLASS TITLE: CHILD NUTRITION ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned Child Nutrition Manager, prepare and serve hot and cold menu items to students and staff at an assigned school site; participate in cooking and baking various food items; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Assistant II classification is the experienced level class responsible for more technical food service activities such as cooking and baking. The Child Nutrition Assistant III classification transports food, and/or oversees snack bar operations at an assigned school. The Child Nutrition Assistant I classification is the entry-level class in this series. Incumbents perform routine food service activities at an assigned school site.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare and serve a variety of hot and cold menu items; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; assure compliance with safety and sanitation regulations.

Participate in cooking and baking a variety of food items such as main dishes, breads and desserts.

Prepare fruits, vegetables, cereals and desserts; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean spills in a timely manner to assure a safe and sanitary work environment; wash trays, pots, pans, plates, utensils and other serving equipment.

Clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages for sale; count and set-up plates, trays and utensils.

Prepare salads, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.

Perform routine cashiering duties utilizing a Point of Sale (POS) system as assigned; count money and make correct change.

Operate standard food service equipment such as slicers, warmers, ovens, stoves and carts.

Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas; assist with daily and periodic inventories as assigned.

Maintain routine records related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Quantity food preparation including washing, cutting and assembling food items and ingredients.

Sanitation and safety practices related to preparing, handling and serving food.

Standard kitchen equipment and utensils.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic math and cashiering skills.

Oral and written communication skills.

Basic record-keeping techniques.

ABILITY TO:

Prepare and serve hot and cold menu items to students and staff at an assigned school site.

Participate in cooking and baking various food items.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition.

Wash, cut, slice, grate, mix and assemble food items and ingredients.

Operate standard kitchen equipment safely and efficiently.

Operate a POS system.

Follow health and sanitation requirements.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Operate a cash register and make change accurately.

Maintain routine records.

Meet schedules and time lines.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: one year experience in quantity food preparation.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Manager Certification; employees must fulfill certification requirement within the first three (3) months of the probationary period.

WORKING CONDITIONS:**ENVIRONMENT:**

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity.

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

Approved by Personnel Commission: 09/19/2007
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