



For the future of every student

CLASS TITLE: CHILD NUTRITION ASSISTANT III

BASIC FUNCTION:

Under the direction of an assigned Child Nutrition Manager, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school cafeteria or snack bar facility; prepare and serve hot and cold menu items to students and staff; maintain food service facilities, equipment and utensils in a clean and sanitary condition; drive a vehicle to various locations along assigned routes to pick up and deliver food items and supplies as assigned by the position.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Assistant III classification transports food, and/or oversees snack bar operations at an assigned school. 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 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:

Oversee and participate in food service operations at an assigned school cafeteria or snack bar facility; train and provide work direction and guidance to assigned personnel; review work to assure accuracy, completeness and compliance with established requirements.

Cook and bake a variety of foods in large quantities including main dishes, breads and desserts at an assigned school site; prepare food for distribution to school sites and assure proper quantities as assigned.

Determine appropriate quantity of food items for cooking and baking; measure and weigh ingredients; calculate, adjust and extend recipes; maintain food quality standards including appearance and nutritional requirements.

Drive a vehicle to various locations along assigned routes to pick up and deliver food items and supplies as assigned by the position; distribute food items and supplies to food service personnel; inspect shipments to assure compliance with school site specifications; load and unload shipments of food items and supplies including frozen, hot, canned and dry goods; fill and process daily food service orders; assure proper and timely distribution of food items and supplies.

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.

Train and provide work direction and guidance to assigned personnel as required.

Maintain various records related to collected monies, daily food production and assigned activities.

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.

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; assist with reconciling and accounting for meals and collected monies.

Operate a computer and assigned software; operate standard food service equipment such as slicers, warmers, ovens, stoves and carts.

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

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 handling, cooking, baking and serving food.

Operation of standard kitchen equipment, utensils and measurements.

Methods, practices, procedures and terminology used in food service warehouse, distribution and delivery operations as assigned by the position.

Drive a vehicle to various locations to pick up and deliver food items and supplies as assigned.

Methods of adjusting and extending recipes and proper substitutions.

Portion control techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic math and cashiering skills.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Lead, oversee and participate in food service operations.

Cook and bake a variety of foods in large quantities at an assigned school site.

Prepare and serve hot and cold menu items to students and staff.

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

Prepare attractive, appetizing and nutritious meals for students and staff.

Follow, adjust and extend recipes.

Operate kitchen equipment used in cooking and quantity food preparation.

Operate a computer and assigned software.

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 records related to work performed.

Meet schedules and time lines.
Plan and organize work.
Perform mathematical calculations.
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: two years 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.

Valid California driver's license as assigned by the position.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.
Driving a vehicle to conduct work as assigned.

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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