

EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION SERVICES ASSISTANT

BASIC FUNCTION:

Under direction of the Child Nutrition Services Supervisor, assist in quantity preparation and serving of foods at an assigned school site or the Central Kitchen; assist in maintaining food service facilities in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

Assist in the preparation, cooking, baking and service of food at an assigned school site or Central Kitchen; prepare breads, dressings, vegetables and desserts; assemble various ingredients as assigned; wrap and reheat food items according to established procedures. *E*

Package food for distribution to school sites; operate packaging machines. *E*

Prepare, heat and serve food to students and staff according to established procedures; assure proper temperature of foods; maintain accurate records of meals served and maintain sales reports; operate point-of-sale computers. *E*

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. *E*

Operate dishwashers and wash trays, plates, utensils, and other serving equipment. *E*

Order items needed for the school lunch and ala carte program; stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas. *E*

Maintain accurate records for students who receive meals; assure compliance with requirements for free, reduced, paid or related categories. *E*

Operate electric slicer, mixers, ovens, grills and other equipment. *E*

Load and transport lunches as assigned.

Assist with periodic inventories as assigned; maintain records for the school lunch and ala carte programs as required.

Attend conferences and workshops related to food service as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods of preparing and serving food in large quantities.

Basic kitchen utensils and equipment, including food packaging equipment.

Sanitation practices related to the handling and serving of food.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

ABILITY TO:

Perform duties in a safe and sanitary manner.
Establish and maintain effective working relationships with co-workers and the public.
Maintain food service equipment and areas in clean and sanitary condition.
Meet schedules and time lines.
Read, understand and follow recipes.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and some experience preparing food in large quantities.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this position may be required to possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Exposure to hot foods, equipment and metal objects.
Driving a vehicle to conduct work as required by position.

PHYSICAL DEMANDS:

Standing or walking for extended periods of time.
Dexterity of hands and fingers to operate kitchen equipment.
Lifting, carrying, pushing or pulling food trays, carts, materials and supplies.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to sharp knives and slicers.
Exposure to cleaning chemicals and fumes.

Classified Salary Schedule: Range 20