

Position: Child Nutrition Associate I**School/Department:** Child Nutrition Program**Reports To:** Child Nutrition Program Manager or Director **Pay Grade:** 8

SUMMARY

Performs computer operations, represents the Child Nutrition Program in a positive manner, performs necessary public relations, prepares, cooks and wraps food for breakfast and lunch service. Maintains accurate records, may work at various District sites and satellite kitchens, maintains a safe and sanitary work environment on a daily basis. Interacts and communicates with parents, staff, and students on a daily basis. This position collaborates with and is supervised or directed as needed by Child Nutrition Program Manager and Director.

NATURE AND SCOPE

Under the guidance of the Child Nutrition Associate II, Child Nutrition Program Manager or Director, performs semi-skilled work as part of the Child Nutrition Program. Incumbents will exercise some judgment and discretion when applying specific instructions. Work relationships are generally within the group or may extend beyond the peer group to District staff in other departments, outside contractors, vendors, faculty, students, and parents. May have contact with adverse weather conditions.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position in the Child Nutrition Program and requires assignment at a District school site. The individual must have the ability to understand and follow oral and written directions; be able to perform basic record-keeping; and possess basic computer skills for data entry.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assists with inventory and food deliveries, unpacks and stores supplies.
- Operates miscellaneous kitchen/cafeteria equipment such as convection ovens, hotbox, refrigerator units, may use sharp objects for cutting, peeling and/or opening.
- Uses and maintains computers for basic data entry on a daily basis.
- Washes, sanitizes and cleans kitchen surfaces, small equipment and serving areas. Also, mops and sweeps as needed for safety and sanitation.
- Counts money, makes change and assists in completion of relevant Child Nutrition Program service reports.
- Heats, wraps and/or packages food items to be served in a cafeteria setting.

- Understands and is knowledgeable in school breakfast/lunch components and State requirements for meal reimbursement.
- Generates daily supply list for school site.
- Place food in the Speedline and/or oven, rotate food as necessary (FIFO), stock snack areas and serving line.
- Operates a computer in an active and often loud environment.
- Maintains and monitors a snack/meal line for selling items such as hot food, cold food, beverages, pre-packaged snacks, and meal components.
- Represents the Child Nutrition Program in a positive manner.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of institutional food preparation, weights and measures (English and Metric), kitchen safety and sanitation, basic computer skills and may require an ability to communicate with the general public. Must obtain California Food Handlers Certification provided by the District. Must obtain First Aid and CPR training.

Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.

Education and Experience: Typically requires completion of high school curriculum or GED. Some food service experience in institutional food preparation is desired. Additional experience may substitute for education. Must obtain California Food Handlers Certification provided by the District. District will provide First Aid and CPR training and certification.

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