

**Position:** Child Nutrition Associate II

**School/Department:** Child Nutrition Program

**Reports To:** Child Nutrition Program Manager and/or Director      **Grade:** 10

---

**SUMMARY**

This is the second level in the Child Nutrition Associate position for an employee with the equivalent of at least two years of satisfactory service experience at the Child Nutrition Associate I level. In addition to regular and routine Child Nutrition Associate I responsibilities, the Associate II will maintain Certification in Safety and Sanitation. They shall teach department employees about regulations, production, meal and component planning guidelines. They will collaborate with the manager and Director about child nutrition requirements.

**NATURE AND SCOPE**

Under the guidance of the Child Nutrition Program Manager or Director, performs semi-skilled work as part of the Child Nutrition Program. As the site lead, oversees and assists with the guidance of the Child Nutrition Associate I along with the Child Nutrition Program Manager and/or Director. 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. Incumbent is expected to complete duties with a minimum of direct supervision.

**DISTINGUISHING CHARACTERISTICS**

Experience with institutional cooking, an ability to understand and follow oral and written directions, performs basic record keeping, possesses basic computer skills for data entry, and is knowledgeable in sanitation and safety guidelines. He/she must have the ability to instruct other employees in child nutrition requirements. Advanced knowledge of the Child Nutrition Program, and State/federal guidelines for lunch application processing is required.

## **ESSENTIAL TYPES OF DUTIES (Examples)**

- Capable of working independently, make timely and immediate decisions with the ability to communicate effectively with students, parents and staff.
- Knowledgeable in school breakfast/lunch components and State requirements for meal reimbursement.
- Provides instruction to employees in safety, sanitation, application processing, production sheets, basic bookkeeping, public relations, and other tasks as required.
- May be asked to be a Member of School District Safety Committee, give monthly meeting updates to ensure safety procedures are followed, in the absence of the Department Representative
- Partnering and flexibility will be required for this position.
- Knowledgeable in all aspects of Child Nutrition Associate I position.
- Represents the Child Nutrition Program in a positive manner at all times.
- Performs other duties as required to accomplish the objectives of the position.
- Needs to have basic money handling knowledge
- Have a basic knowledge of POS systems
- Performs related duties and responsibilities 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. District will provide First Aid and CPR training and certification.

### **Abilities**

Must be able to perform the routine duties of the position with/without direct supervision. Must be able to follow oral and written instructions.

### **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. Must be trained as a Child Nutrition Associate. Additional experience may substitute for education.

Rev. 3/9/21  
Board Approved: 5/26/21