



For the future of every student

CLASS TITLE: CHILD NUTRITION ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned Child Nutrition Manager, assist in quantity preparation and serving of foods at an assigned school site; cook heat and serve meal items; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Assistant I is the entry-level classification of the Food & Nutrition Services (FNS) career ladder. Incumbents perform routine food service activities at an assigned school site. The Child Nutrition Assistant II classification is the experienced level class responsible for more technical food service activities such as scratch cooking and baking. The next level within the FNS career ladder specialize in kitchen or operations functions (i.e. Child Nutrition Manager or FNS Operations positions).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the preparation and service of food; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; take temperature of foods during cooking, serving and cooling as assigned.

Assist in maintaining 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 dishes, utensils, and other serving equipment.

Clean food service equipment and surfaces; prepare food and beverages for sale; count and set-up plates, trays and utensils .

Prepare foods for meal service in a timely and an appropriate manner.

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, tilt skillets and commercial mixers.

Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas. Assist in checking, storing and dating delivery items.

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Basic kitchen utensils and equipment.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic math and cashiering skills.
Oral and written communication skills.

ABILITY TO:

Provide timely service of foods for students and staff at an assigned school site.
Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.
Learn methods and procedures for preparing and serving food in large quantities.
Learn sanitation practices related to the handling and serving of food.
Learn the proper operations of a POS system.
Wash, cut, slice, grate, mix and assemble food items and ingredients.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Understand and follow oral and written directions.
Operate a cash register and make change accurately.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience that provides the required knowledge and ability to perform the essential duties of the position. Some experience assisting in quantity food preparation and/or serving of foods highly desirable.

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:

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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