

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Child Nutrition Specialist - Elementary School	Reports to:	Program Administrator/Supervisor
Job Category:	Child Nutrition Assistant	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	8
Job Description Revised:	7/28/2022	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, lead, 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 elementary school site; coordinate related inventory, sanitation and record-keeping functions; train and provide work direction and guidance to assigned personnel; collect and verify money from cafeteria sales; maintain student and staff food accounts.

ESSENTIAL FUNCTIONS:

- 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 elementary school site; Complete daily menu production records, daily inventory, and weekly food orders; ensure kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.
- Open and close the kitchen according to established procedures; determine appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items for preparation; organize food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods.
- Prepare food for serving; transfer from food trays; verify food temperature; arrange food and beverage items; comply with food quality standards including appearance and nutritional requirements; ensure meals are served in a timely manner.
- Inspect and monitor food items, supplies and equipment; monitor temperature and storage; verify quantity and specifications of orders; maintain and rotate physical food item inventories; verify food stocks and ensure availability of supplies as needed.
- Assist in the development and implementation of weekly menus according to established portion control and recipe guidelines; calculate and adjust recipes for new menu items as directed; coordinate catering functions for special school events.
- Coordinate activities and personnel to ensure food service facilities, equipment and utensils, storage, food preparation and serving areas are maintained in a clean and sanitary condition; coordinate staff set-up, service, restock and clean up; inspect and review food preparation and serving areas to ensure appropriate health and safety standards are maintained; maintain required sanitary conditions; remove leftover food from lunchroom.
- Oversee the heating, packaging and wrapping of food items in accordance with established procedures and portion control standards; observe and ensure proper quality and quantity of food served according to established procedures.
- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to ensure accuracy, completeness and compliance with established requirements.

- Coordinate food service inventory functions; estimate and order appropriate amounts of food items and supplies; oversee the receipt, storage and rotation of food items and supplies; verify accuracy of shipments; oversee and conduct daily and periodic inventories.
- Account for student meals; oversee and participate in food service cashiering activities; prepare, balance and account for cash drawers; review and verify accuracy of receipts and transactions; prepare bank deposits as directed.
- Operate standard food service equipment.
- Prepare reports and documents such as meal program records, inventory reports, reconciliation reports, cash summaries; provide written support and convey information; prepare and maintain a variety of records and reports related to food items, menus, receipts, personnel, inventory, calendars, students, sales and assigned activities; review and verify accuracy of subordinate records.
- Communicate with students and staff to exchange information, coordinate activities and resolve issues or concerns. Respond to inquiries of students, staff parents, and the public; provide information and direction regarding student accounts or the type and cost of meals.
- Drive a van (if licensed as assigned) for the purpose of delivering food and/or equipment to satellite sites.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.
- Assist other CNS personnel for the purpose of supporting them in the completion of their food service activities.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods of preparing, cooking, baking and serving foods in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Sanitation and safety practices related to preparing, handling and serving food.
- Principles of training and providing work direction.
- Operation of a computer and assigned software
- Applicable laws, codes, regulations, policies and procedures.
- Inventory practices and procedures, including storage and rotation of perishable food.
- Quality and portion control techniques.
- Mathematic calculations and cashiering skills.
- Proper lifting techniques.
- Record-keeping and report preparation techniques.
- Storage and rotation of perishable food.

Ability to:

- Conduct daily inventories and order appropriate amounts of food items and supplies.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Train and provide work direction and guidance to assigned staff.
- Follow, adjust and extend recipes.
- Ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
- Operate a computer and assigned software.
- Oversee food service cashiering functions and account for related transactions.
- Determine appropriate quantities of food items to meet student needs.

- Operate standard kitchen equipment safely and efficiently.
- Follow and ensure compliance with health and sanitation requirements.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain records and prepare reports.
- Work under time constraints.
- Conduct daily inventories and estimate appropriate amounts of food items and supplies.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Two (2) years increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes.

Required licenses, certificates, continuing education, training and other requirements:

- ServSafe Manager Certification.
- Minimum annual training as required by the National School Lunch Program (NSLP).
- Annual State Mandated Training.

DESIRABLE QUALIFICATIONS:

- Valid driver's license.

WORKING CONDITIONS:

Environment: Indoor/Food service environment; subject to extreme heat from ovens and cold from freezers. Driving a vehicle to conduct work.

Physical Demands: 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.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Oversee and monitor food quality and quantity.

Hazards:

- Heat from ovens.
- Extreme cold from commercial freezers.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

OTHER:

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.