

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

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

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, assist with overseeing and participating in food service operations, including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned high school site; assist in the coordination of inventory, sanitation and recordkeeping functions; assist in training and providing work direction and guidance to assigned personnel; support the collection and verification of money from cafeteria sales; maintain student and staff food accounts, as directed.

ESSENTIAL FUNCTIONS:

- Assist with overseeing and participating in food service operations, including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned high school site; provide support in completing daily menu production records, daily inventory, and weekly food orders; aid in ensuring kitchen, cafeteria and serving functions comply with safety and sanitation regulations and established policies and procedures.
- Provide support in opening and closing the kitchen according to established procedures; collaborate with Child Nutrition Specialist to determine appropriate quantity of entrees, side dishes, fruits, vegetables, desserts and other food items for cooking, baking and 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, as directed; 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 food items, supplies and equipment; monitor temperature and storage; verify quantity and specifications of orders; maintain physical food item inventories; verify food stocks and ensure availability of supplies as needed.
- Assist in the implementation of weekly menus according to established portion control and recipe guidelines; assist in the calculation and adjustment of recipes for new menu items as directed; coordinate with Child Nutrition Specialist in the catering functions for special school events.
- Provide support in the monitoring of available food, condiments and supplies; refill milk cooler, and condiment bottles; aid in call in requests for additional food; stock food bar, condiments and supplies; maintain adequate quantities and rotating stock for freshness.
- Attend meetings of employees, student groups, community representatives and others; obtain and provide information; discuss solutions and resolve problems.
- Assist Child Nutrition Team in the coordination of 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.

- Provide support in overseeing 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; ensure proper temperature of foods.
- Collaborate with Child Nutrition Specialist to train and provide work direction and guidance to assigned personnel; provide input concerning employee evaluations; monitor kitchen and cafeteria areas.
- Assist in the coordination of food service inventory functions; aid in estimating and ordering appropriate amounts of food items and supplies; assist in overseeing the receipt, storage and rotation of food items and supplies; verify accuracy of shipments; collaborate with Child Nutrition Specialist to oversee and conduct daily and periodic inventories; account for student meals.
- Monitor and participate in food service cashiering activities; assist in the preparation, balancing and accounting for cash drawers; review and verify accuracy of receipts and transactions; prepare bank deposits as directed.
- Operate standard food service equipment; oversee and participate in the utilization of a computer to perform cashiering transactions and input data as required.
- Assist in the preparation of reports and documents such as meal program records, inventory reports, reconciliation reports, cash summaries and payroll sheets; 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.
- Collect payments for food items from students and staff for the purpose of securing funds for reimbursement of costs, as directed.
- Drive a vehicle to conduct work; deliver food and/or equipment to satellite sites as needed.

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.
- General nutrition, food values, food combinations, economical substitutions and menu planning.
- Oral and written communication skills.
- 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.

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.
- Prepare attractive, appetizing and nutritious meals for students and 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, including Point of Sale (POS) system.
- 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.
- 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: Three (3) 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. Must be obtained within 90 days of employment.
- Minimum annual training as required by the National School Lunch Program (NSLP).
- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- N/A

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.
- Lifting, carrying, pushing or pulling moderately heavy objects up to 50 pounds.

- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

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.
- State Mandated Training.

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.