

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>Title:</b>	Child Nutrition Floating Specialist	<b>Reports to:</b>	Program Administrator/ Supervisor
<b>Job Category:</b>	Child Nutrition Services	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	7/28/2022	<b>Current Salary Grade:</b>	14
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of Program Administrator/Supervisor, in the absence of Child Nutrition Specialist 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 school site.

**ESSENTIAL FUNCTIONS:**

- 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 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 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; 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 physical food item inventories; verify food stocks and ensure availability of supplies as needed.
- 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 including Point of Sale systems;

prepare, balance and account for cash drawers; review and verify accuracy of receipts and transactions; prepare bank deposits as directed; account for student meals.

- Operate standard food service equipment.
- Prepare reports and documents such as meal program records, inventory reports; provide written support and convey information; prepare and maintain a variety of records and reports.
- Communicate with students and staff to exchange information, coordinate activities and resolve issues or concerns; respond to inquiries of students, staff and parents, provide information and direction regarding student accounts or the type and cost of meals.

**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.
- If not assigned to cover an elementary or middle school, will assist in site monitoring, development of school site promotions, assist in recipe development and training of staff.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Methods of preparing, cooking, baking and serving foods in large quantities.
- 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.
- Recordkeeping and report preparation techniques.

Ability to:

- Lead, oversee and participate in foodservice operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site.
- 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; determine appropriate quantities of food items to meet student needs.
- 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.
- Operate equipment and machines found in school cafeterias 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.
- Meet schedules and timelines; work under time constraints; maintain consistent and punctual attendance.
- Establish and maintain cooperative and effective working relationships with others.

- 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 of 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 60 days of employment.
- Minimum annual training as required by the National School Lunch Program (NSLP).
- Annual State Mandated Training.
- 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.
- 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.*