

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Child Nutrition Specialist II	Reports to:	Program Administrator/Supervisor
Job Category:	Child Nutrition Services	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	22
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, organize, oversee and assist with menu planning, preparation, packaging, serving and accounting of meals in the District’s central kitchen and assigned sites; ensure food items meet mandated nutritional requirements; order and estimate food and supplies quantities and ensure appropriate quantity and availability of food items; maintain food service facilities, equipment and utensils in a clean and sanitary condition; train and provide work direction to assigned staff; prepare records and reports to document meal counts and food items sales activities; comply with mandated health standards; coordinate related inventory, sanitation and recordkeeping 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:

- Determine appropriate quantity of food items for preparation; coordinate food preparation and service activities to ensure served items comply with food quality, freshness, appearance and portion control standards; oversee the development and maintenance of procedural manuals, recipes and specification manuals as directed.
- 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 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.
- 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; monitor kitchen and cafeteria areas; ensure safe and sanitary working environment.
- 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; ensure proper temperature of foods.
- Submit food, equipment and supply orders to maintain adequate levels within budget guidelines; adjust recipes to meet projected meal requirements and minimize waste; inspect food and supply deliveries; verify quantity and specifications of orders; ensure compliance with mandated health requirements.
- Monitor available food, condiments and supplies; refill milk cooler, and condiment bottles; call in

requests for additional food; stock food bar, condiments and supplies; maintain adequate quantities and rotating stock for freshness.

- Monitor food preparation facilities, including kitchen equipment, storage areas, utensils; ensure a safe, clean and sanitary working environment; inventory food, condiments, supplies and equipment at specified intervals; ensure availability of items.
- Oversee multiple site functions, monitoring meal accounts and evaluating new products and menus; provide safe and efficient food services at assigned sites; oversee the preparation, assembly, serving and transportation of food and beverage items.
- Prepare reports and documents meal program records, inventory reports, reconciliation reports, cash summary and payroll sheets; coordinate activities to ensure staff understanding of food service procedures, specifications and standards; coordinate purchasing and inventory activities; estimate and requisition food quantities, equipment and supplies needed for organization-wide food service activities; ensure proper receipt, inspection and verification of incoming food and supplies.
- Orient new employees to work in Central Kitchen and assigned school sites; train food service workers in policies, procedures and child nutrition service practices; provide direction and guidance of operations and activities.
- Monitor activities and personnel to ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to ensure appropriate health and safety standards are maintained.
- Process receipts; complete and document transactions; prepare deposits for pick up.
- Communicate with staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; respond to questions from students, staff and the public; provide information and direction regarding available food items.
- Operate standard office equipment including, a computer and assigned software; utilize applicable food service equipment.
- Perform functions of various Child Nutrition department positions to ensure adequate coverage of food service operations; respond to inquiries of students, staff and the public.
- Drive a vehicle to conduct work; deliver food and equipment to satellite sites.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

Knowledge of:

- Food Services safety practices and procedures.
- Food handling and sanitation.
- Methods of preparing, cooking and serving foods in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Food service quality, portion control and appearance standards related to food items.
- Proper methods of storing equipment, materials and supplies.
- Applicable laws, codes, regulations, policies and procedures.
- Sanitation and safety practices related to preparing, handling, cooking and serving food.
- Standard kitchen equipment, utensils and measurements.
- Oral and written communication skills.
- Health and safety regulations.

- Record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Organize food preparation and service activities to ensure served items comply with food quality, freshness, appearance and portion control standards.
- Ensure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.
- Follow and ensure compliance with health and sanitation requirements.
- Estimate food quantities and requisition proper amounts for economical food service.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Plan and organize work.
- Oversee and participate in the preparation and maintenance of records and reports.
- Work within time constraints.
- Operate standard office equipment, including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Operate a variety of job-related equipment, including commercial cooking equipment, tools and materials.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

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

Education: High school diploma or equivalent GED.

Experience: Four (4) years increasingly responsible experience in the preparation of food in large quantities including two (2) years in a lead capacity.

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

- Serve Safe Manager Certification.
- Annual mandatory 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 heat from ovens, and extreme cold from commercial 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.
- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting, carrying, pushing and pulling moderately heavy objects.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- ~~Seeing to~~ 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:

- Pre-employment Test
- Serve Safe Manager Certification.

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.