



LOMPOC UNIFIED SCHOOL DISTRICT

CHILD NUTRITION SERVICES WORKER II

JOB SUMMARY:

Under the direction of the Director and/or Supervisor-Child Nutrition Services, prepare and serve a variety of foods and beverages to staff and students at an assigned school site; order and take inventory of food and supplies; maintain food service facilities, equipment, and utensils in a clean and sanitary condition; train, lead and provide guidance to Child Nutrition Services Worker I and student workers.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Services Worker I classification is the entry-level class in this series. Incumbents assist in routine food service activities at an assigned school or District site. The Nutrition Services Worker II classification is the journey-level position in the series and is responsible for performing quantity food preparation work to ensure the proper use of specialized large quantity food production equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and serve a variety of foods and beverages to staff and students at an assigned school site; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.
- Heat, pan, arrange and serve food items; replenish salad bar items; stock condiments, food items, beverages and paper goods; store and rotate supplies in storage areas.
- Maintain food service facilities, equipment, and utensils in a clean and sanitary condition; sweep and mop floors to assure a safe and sanitary work environment; operate dishwashers and wash trays, pots, pans, plates, utensils and other serving equipment; clean serving counters, tables, chairs, food containers and other food service equipment.
- Plan and prepare food and beverages for sale; count and set-up plates, trays and utensils.
- 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.
- Train, lead and provide guidance to Child Nutrition Services Worker I and student workers.
- Inspect food items and supplies; verifies quantity, quality, and specifications of orders and assures compliance with mandated health standards.
- Prepare salads, sandwiches, and packaged foods for distribution; mix, slice, grate and chop food items; assure proper temperature of foods.
- Perform routine cashiering duties as assigned; receive and count money; make correct change; reconcile cash and credit receipts; maintain accuracy of meal counts; scan student meal cards and assist with deposits.

- Collect items to be processed such as free and reduced meal applications and meal tickets.
- Operate standard food service equipment such as slicers, steamers, ovens, and warmers; operate a computer and assigned software; type and input data.
- Maintain routine records related to assigned activities; prepare student meal debt letters and lists.
- Attend meetings, in-service training and workshops as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: one-year experience in quantity food preparation and sufficient training to demonstrate the knowledge and abilities listed above.

Licenses and other Certifications:

- Valid Serve Safe certificate.

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.
- Understand multi-step written and oral instructions.
- Safety and sanitation practices and procedures.
- Quantity food preparation and handling.
- Oral and written communication skills.

Ability to:

- Train, lead and provide guidance to Child Nutrition Services Worker I and student workers.
- 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.
- 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.
- Work collaboratively as part of a team.
- Complete work with interruptions.
- Ability to work in fast paced environment.

WORKING CONDITIONS:

Work Environment:

- Food service environment.
- Subject to heat from ovens.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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:

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 24