



## LOMPEC UNIFIED SCHOOL DISTRICT

### CHILD NUTRITION SERVICES WORKER I

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#### **JOB SUMMARY:**

Under the direction of the Director and/or Supervisor-Child Nutrition Services, assist in quantity preparation and serving of foods at an assigned school site; assist in the preparation and service of food and beverage items to staff and students; assist in maintaining food service facilities, equipment, and utensils in a clean and sanitary condition.

#### **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 Child 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:**

- Assist in the preparation and service of food and beverage items; prepare fruits, vegetables, rice, and desserts; 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; assist in the storage and rotation of supplies in storage areas.
- Assist in maintaining food service facilities, equipment, and utensils in a clean and sanitary condition; clean and sanitize work areas and tables; 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; prepare food and beverages for sale; count and set-up plates, trays, and utensils.
- Prepare salads, sandwiches, and packaged foods for distribution; mix, slice, grate, and chop food items; assure proper temperature of foods.
- Take inventory of food, beverages, condiments, and supplies; assure availability of items required for meeting projected menu requirements.
- 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.

**OTHER DUTIES:**

- Attend meetings, in-service training and workshops as assigned.
- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:****Education and Experience:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**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.
- Quantify food preparation and handling.
- Oral and written communication skills.

**Ability to:**

- 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.

**WORKING CONDITIONS:****Work Environment:**

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

**Physical Demands:**

- 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.

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- The job requires 5% sitting, 45% walking, 50% standing.

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:** 21