

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Child Nutrition Assistant	<b>Reports to:</b>	Program Administrator/ Supervisor
<b>Job Category:</b>	Child Nutrition Services	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020	<b>Current Salary Grade:</b>	6
<b>Job Description Revised:</b>	7/28/2022	<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, prepare, cook and serve food items at assigned school sites in a production kitchen environment; maintain kitchen/food service facilities, equipment and utensils in a clean and sanitary condition; arrange food and beverages for sale; collect payments for food items.

**ESSENTIAL FUNCTIONS:**

- Assist in the preparation and service of food; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards.
- Serve meals on serving lines; transfer from food trays; set out prepared foods; verify food temperature; ensure a safe and healthy mealtime experience.
- Clean utensils, equipment, and storage, food preparation and serving areas; maintain required sanitary conditions; maintain kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; remove leftover food from lunchroom.
- Monitor available food, condiments and supplies; refill milk cooler and condiment bottles; call in requests for additional food; stock food bar; ensure new food items availability for students.
- Collect payments for food items from students and staff.
- Inspect food items, supplies and equipment including monitoring temperature and storage; verify quantity and specifications of orders and compliance with mandated health requirements.
- Assist with physical inventories; rotate products using FIFO method, verify stocks and ensure availability of supplies as needed.
- Operate standard food service equipment.
- Drive a District van (if licensed and as assigned) for the purpose of delivering food and/or equipment to satellite sites.
- May accept deliveries of food and supplies.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of their job classification as assigned.
- Assist other CNS personnel to support them in the completion of their food service activities.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Health standards related to food handling.
- Safety practices and procedures.
- Methods of preparing and serving foods in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.

- Terminology, techniques, ingredients, equivalent measures and abbreviations used in cooking.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment, utensils and measurements.
- Basic inventory practices and procedures.
- Oral and written communication skills.
- Portion control techniques.
- Storage and rotation of perishable food.
- Proper lifting techniques.
- Record-keeping techniques.

Ability to:

- Operate Point of Sale system.
- Maintain kitchen facilities, equipment and utensils in a clean and sanitary condition.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Follow, adjust and extend recipes.
- Determine appropriate quantity of food items for cooking.
- Operate standard kitchen equipment safely and efficiently.
- Follow and ensure compliance with health and sanitation requirements.
- Store and rotate food supplies in storage areas according to established procedures.
- Work under time constraints.
- Conduct daily inventories and estimate appropriate amounts of food items and supplies.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work independently with little direction.
- Maintain various records related to work performed.

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

Education: High school diploma or equivalent preferred.

Experience: One (1) year of experience in the preparation of food in large quantities including work with following and extending recipes preferred.

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

- California Food Handler’s Certification. Must be obtained within 30 days of employment.
- Minimum annual training as required by National School Lunch Program (NSLP).

**DESIRABLE QUALIFICATIONS:**

- Valid driver’s license.

**WORKING CONDITIONS:**

Environment: Indoor/Food service environment. Subject to extreme heat from ovens and cold from freezers.

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.

- 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:

- Pre-employment Test.

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.*