

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION ASSISTANT/NOON DUTY ASSISTANT

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, assist in quantity preparation and serving of foods at an assigned school site; set up, serve and clean up assigned meals; assist with monitoring students in the cafeteria and designated areas during assigned time periods.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in quantity preparation and serving of foods for breakfast and lunch at an assigned school site; assemble various ingredients; heat, package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; operate dish washers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned.

Monitor designated areas on an assigned school campus in accordance with organizational and school policy; monitor and direct student activities in lunch area and cafeteria during assigned time periods; report inappropriate student behavior; establish positive relationships with staff and students.

Prepare entrees, sandwiches, salads and other assigned foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary; may assist with the preparation and serving of foods for special events and luncheons as assigned.

Prepare food and beverages for serving; count and set-up plates, trays and utensils; stock condiments, milk, food items and paper goods; clean tables; restock foods if necessary.

Operate standard food service equipment such as slicers, ovens, can openers, food carts, dishwashers and warmers; operate a computer as assigned by the position.

Maintain routine reports and records related to assigned activities as assigned including inventories of food and distribution records.

May assist with transporting food to a District site as assigned; may operate a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic food preparation including washing, cutting and assembling food items and ingredients.
Sanitation and safety practices related to preparing, handling and serving food.
Standard kitchen equipment, utensils and measurements.
Basic concepts of child development and atypical child behavior characteristics.
District organization, operations, regulations, policies and objectives related to position.
Behavior modification and conflict resolution strategies and techniques.
Oral and written communication skills.
Basic math skills.
Basic record-keeping techniques.

ABILITY TO:

Assist in quantity preparation and serving of foods at an assigned school site.
Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
Operate standard kitchen equipment safely and efficiently.
Follow health and sanitation requirements.
Wash, cut, slice, grate and assemble food items.
Monitor designated areas on an assigned school campus in accordance with organizational and school policy.
Demonstrate a patient, receptive, and empathetic attitude toward children.
Establish and maintain cooperative working relationships with students and adults.
Supervise student activities as assigned and maintain order.
Advise students of campus rules and regulations.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Understand and follow oral and written instructions.
Perform basic math computations.
Maintain routine records related to work performed.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid ServSafe certification.
Valid First Aid and CPR certification within designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Cafeteria environment.

Indoor and outdoor environment.
Subject to heat from ovens.
Driving a vehicle to conduct work.
Constant interruptions.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing or walking for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling 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.
Traffic hazards.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

