



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** STUDENT NUTRITION SERVICES ASSISTANT  
**REPORTS TO:** Director of Student Nutrition Services **SITE:** All Schools  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 164 Days  
**SALARY:** Range 130 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** January 26, 2023

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#### **JOB SUMMARY:**

Under immediate direction of the Student Nutrition Services Lead, prepare and serve food in a school cafeteria; maintain food service facilities in a clean and sanitary condition; understands and works effectively with people of differing cultures; and perform related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Employees with minimal experience in food services may be trained on all duties to be assigned. Position incumbents work under immediate direction of the Student Nutrition Services Lead and perform duties according to prescribed methods and practices.

#### **ESSENTIAL FUNCTIONS:**

1. Prepare vegetables, fruit, meat, and other foods for cooking; and prepare salads, sandwiches, desserts, and beverages.
2. Assist in preparation of scratch cooked entrees, and baking bread and pastries; and check recipes to estimate quantities of ingredients.
3. Heat, portion and serve food to students and staff according to established procedures; set up steam tables, and apportion and arrange food for serving; serve lunches and snacks for students and faculty; and assure proper temperature of foods.
4. Maintain food service facilities, equipment and utensils in a clean and sanitary condition; and clean serving counters, tables, chairs, food containers and other food service equipment in the kitchen.
5. Retrieve food items according to established quantity specifications; stock condiments, food items and paper goods; store and rotate supplies in storage areas including freezing temperature areas.
6. Operate standard food service equipment such as ovens, utensils, microwaves and warmers; operate a calculator, money counter and computerized cash register in performing cashier duties as assigned; and count money and makes correct change.
7. Serve food in a food distribution line.
8. Count and stock food on lunch carts, and maintain records of items received and sold.
9. May operate a hand operated snack and/or ala carte service cart; and arrange and sell food items, accounts for cash, student meal cards, and meal counts.
10. Fill and wipe off condiment containers; and restock napkin and eating utensil dispensers.
11. Wash, sanitize and clean kitchen equipment, surfaces, and serving areas.
12. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

#### **QUALIFICATIONS:**

##### **Education/Experience:**

- High school diploma or equivalent (GED).

- Six (6) months of experience performing work involving food preparation using standard kitchen tools and equipment, and serving food in large quantities.

**KNOWLEDGE OF:**

- Practices, procedures, methods of organizing and techniques involved in quantity of food preparation and serving including salads, sandwiches, and simple desserts.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting and moving materials techniques.
- Standard kitchen equipment and utensils.
- Sanitation and safety practices related to preparing, handling and serving food.
- Portion control techniques.
- Skills to compute weights, measures, counts, portions, and cashiering.
- Prefer computer knowledge including Microsoft office, e-mail, and basic data entry.

**ABILITY TO:**

- Understand and follow oral and written directions.
- Make basic arithmetical calculations needed to measure quantities.
- Learn to operate food preparation appliances found in school cafeterias.
- Learn basic procedures, methods, and equipment used in preparing and serving large quantities of food.
- Learn sanitation practices related to the handling and serving of food.
- Maintain harmonious working relations with school officials, school employees, and students.
- Work with a point of sales system.
- Work cooperatively with others in all services areas of the Student Nutrition Department (Cafeteria, Snack bar, and Food services carts.)
- Prepare and serve hot and cold menu items to students and staff at an assigned school site.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Perform cashiering duties as assigned.
- Learn to operate a computer.
- Operate standard kitchen equipment safely and efficiently.
- Communicate effectively both orally and in writing.
- Maintain various records related to work performed.
- Read and interpret records to determine proper food quantity specifications.
- Add, subtract, multiply and divide with speed and accuracy.
- Handle hot material and work in an environment dominated by wide temperature extremes.
- Meet schedules and time lines.
- Observe health, sanitation, and safety requirements.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Meet and Understand State of California Universal Mandated Meals Program, Ed Code Section 49501.5.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Food service environment.
- Work is performed in a high school cafeteria environment; subject to heat from ovens, lifting, pulling, pushing and standing for long periods of time.

**PHYSICAL DEMANDS:**

- Stamina sufficient to stand for extended periods of time.
- Dexterity of hands and fingers sufficient to handle cooking tools and to operate food service equipment.
- Speech and hearing sufficient to receive instructions and relay information.
- Physical strength sufficient to push, carry, and lift large and heavy (30 35 lbs.) boxes, sacks of food, pots, and kettles.
- Reaching overhead, above shoulders and horizontally.

- Bending at the waist, kneeling or crouching.
- Vision sufficient to evaluate status of food in preparation, read preparation requirements, read temperature gauges and dials.
- Work in cold and freezer temperature areas.
- Operate a food services cart.

**HAZARDS:**

- Heat from ovens.
- Exposure to very hot foods, equipment and metal objects

**LICENSES AND OTHER REQUIREMENTS:**

- Must obtain a Serve-Safe certificate from the Department of Environmental Health within 6 months of employment and must re-certify within 6 months of expiration of certificate.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by qualified incumbents of the position. Incumbents may be required to perform job related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.