

Redlands Unified School District

CHILD NUTRITION SERVICES ASSISTANT II

DEFINITION

Under general supervision, oversee and perform daily food service activities including receiving, storing, preparation, production, and serving of foods at assigned site; assist in maintaining food service facilities, equipment, and utensils in a clean and sanitary condition; operate point of sale system for sales recordkeeping; comply with mandated health and school nutrition regulatory requirements; perform other related work as assigned and/or required.

ESSENTIAL FUNCTIONS

Participate in the preparation of food service activities and monitor equipment, supplies and items needed for daily use at the site; participate in all phases of kitchen operations; assist with and perform functions in preparing, packaging, cooking, cleaning, serving, and operating the point of sale recordkeeping system; serve students and participate in service line set up and presentation; maintain a safe food production and service environment, to include cleaning, rinsing and sanitizing countertops and kitchen equipment; assist in monitoring student meals to ensure USDA compliance for a reimbursable meal; break down boxes and discard them where applicable; record refrigeration, storage and production temperatures to ensure quality control and food safety; assist in maintaining inventory and order food supplies as assigned, participate in the receipt, storage, and rotation of food items and supplies in storage area; assist with food service duties for approved special events and assist in food service programs to community groups, parents, students, and district personnel; attend and complete federal regulatory school nutrition professional development training requirements; assume the duties of a CNS Lead during absences; support a positive climate of customer service in all interactions and communications with students, District staff, families, and community members; attend meetings as required; perform other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Lead responsibilities

Principles and methods of quantity food preparation, distribution, and storage;

Sanitation and safety practices and procedures;

Institutional food service equipment, appliances, and supplies;

Computer skills and technology;

Basic arithmetic, record keeping, money handling, and inventory procedures.

Ability to:

Safely operate and maintain a variety of food service equipment, utensils, measuring devices, and machines;

Read and follow recipes;

Conduct inventory;

Maintain accurate records;

Understand and follow oral and written directions;

Support team members;

Work in an organized fashion to meet regular schedules and frequent deadlines;

Communicate effectively with student population;

Understand and follow all HACCP Standard Operating Procedures;

Ability to (continued):

Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in nutrition, quantity food preparation, or related areas.

Experience:

One year of experience in quantity food preparation, service, and facility maintenance in a commercial, institutional, or school food facility setting.

License/Certificates:

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license, qualify for insurability with the District's insurance carrier. Possess a current Servsafe Manager certificate, must be obtained within 30 days.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work – lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power-driven kitchen appliances and equipment. Ability to bend, stoop, grasp, push, pull, and reach. Reaching overhead, above shoulders and horizontally.

Working Conditions:

Regularly work in variable indoor and outdoor conditions; extended periods of standing and/or walking and work in areas of variable temperature conditions. Regular exposure to knives, slicers, cleaning agents, and pesticides. Heat from cooking equipment, cold from walk-in refrigerators and freezers. Exposure to very hot foods, equipment, and metal objects.

Pre-placement Physical: Class I