

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES WORKER II-HIGH SCHOOL

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform various duties in quantity preparation, baking and serving of foods at an assigned comprehensive high school site; prepare bank deposits and related reports according to established procedures; maintain food service facilities, equipment and utensils in a clean and sanitary condition; oversee student workers.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Nutrition Services Worker II-High School classification perform various duties in quantity preparation, baking and serving of foods in a high school kitchen with a more diversified and complex food service program and oversee student workers. Incumbents in the Nutrition Services Worker II classification perform various duties in quantity preparation, baking and serving of foods at an assigned elementary or middle school site. These incumbents are also assigned to prepare bank deposits. Nutrition Services Worker III incumbents are based out of a Central Kitchen site and perform duties in the preparation, cooking, baking and transportation of foods for assigned programs and sites. Nutrition Services Worker I incumbents perform basic and routine food service preparation, service and other activities related to the operation of an assigned school kitchen.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform various duties in quantity preparation, baking and serving of foods at an assigned school site; clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages for sale; set up for meal services.

Prepare bank deposits according to established procedures; perform routine cashiering duties as assigned; count money and make correct change.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition; wash pots, pans, trays and kitchen equipment as assigned.

Portion and serve food to students and staff according to established procedures and State and federal regulations; assemble various ingredients as assigned; replenish food as needed and pull inventory as needed.

Prepare fruits, vegetables, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items as assigned; open cans; replenish containers as necessary.

Assist with providing training or work direction to others as assigned; serve as the Lead Nutrition Services Worker I or II in the absence of the Lead as assigned; assure compliance with established policies and guidelines as required; oversee student workers as assigned.

Communicate with personnel, students and outside agencies to exchange information and resolve issues or concerns.

Operate standard food service equipment such as slicers, ovens, can openers, dishwashers, mixers, packaging machines and warmers; operate office equipment including a computer, assigned software and printer.

Perform duties in the receipt, storage and rotation of food items and supplies in storage areas according to established guidelines; perform meal counts and inventories as assigned.

Maintain and prepare routine records and reports related to assigned activities as required; complete and maintain daily and weekly records of meals and beverages served and money collected; assist with menu planning worksheets as assigned; maintain inventory records as assigned.

Assist with receiving and checking-in orders; assist with properly storing food and supplies in accordance with established health and sanitation standards.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- National School Lunch Program (NSLP) guidelines.
- Basic methods of quantity food service preparation, servicing and storage.
- Sanitation and safety practices related to preparing, handling and serving food.
- Interpersonal skills using tact, patience and courtesy.
- Standard kitchen equipment and utensils.
- Oral and written communication skills.
- Basic math and cashiering skills.
- Proper lifting techniques.
- Basic record-keeping and inventory techniques.
- Basic math.

ABILITY TO:

- Perform duties in quantity preparation and serving of foods at an assigned school site.
- Serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Operate standard kitchen equipment safely and efficiently.
- Perform cashiering duties as assigned.
- Learn to operate a computer as required.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Assist with training and providing work direction to others as assigned.
- Work cooperatively with others.

Communicate effectively both orally and in writing.
Wash, cut, slice and assemble food items.
Maintain routine records related to work performed.
Prepare bank deposits according to established procedures.
Make basic math computations.

EDUCATION AND EXPERIENCE:

Education: High school diploma or equivalent

Experience: Two years of experience in quantity food preparation.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid San Bernardino County Food Handler's Card.
Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Food service environment.
Subject to heat from ovens, cold from walk-in refrigerators and freezers.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Dexterity of hands and fingers to operate food service equipment.
Lifting, carrying, pushing and pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Seeing to monitor food quality and quantity.
Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to heat from ovens and cold from freezers.
Exposure to very hot foods, equipment and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.