

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: NUTRITION SERVICES WORKER III**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform various duties in quantity preparation, packaging, cooking and baking of foods for assigned District programs at a Central Kitchen site; maintain food service facilities, equipment and utensils in a clean and sanitary condition; transport food to assigned District sites according to established procedures and maintain related records and reports.

#### **DISTINGUISHING CHARACTERISTICS:**

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. Incumbents in the Nutrition Services Worker II classification perform various duties in quantity preparation, baking and serving of foods at an assigned school site. These incumbents are also assigned to prepare bank deposits.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform duties in large quantity preparation and packaging of foods for assigned District programs at a Central Kitchen site; assist with cooking and baking of various quantities of food for the assigned programs according to established procedures; prepare food for distribution to school sites and assure proper quantities as assigned; transport food to assigned District sites according to established procedures.

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

Assist with providing training or work direction to assigned personnel as required on a short-term basis; serve as the Lead Nutrition Services Worker I, II or Central Kitchen Lead in the absence of the Lead as assigned; assure compliance with established policies and guidelines as required.

Operate standard food service equipment such as slicers, ovens, can openers, dishwashers, mixers, packaging machines, warmers and kettle cooking equipment; operate large-scale heavy duty and specialized kitchen equipment as assigned; operate office equipment including a computer, assigned software and a printer; drive a District vehicle to conduct work.

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

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

Portion and serve food to students and staff according to established procedures and State and federal regulations; prepare food and beverages for sale at an assigned school site; set up for meal services; 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.

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

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.

**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:**

- Prepare, cook and bake food in large quantities in accordance with health and sanitation regulations.
- 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, large-scale and specialized 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.
- Train and provide work direction to others.

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.  
Observe legal and defensive driving practices.  
Prepare bank deposits according to established procedures.  
Make basic math computations.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school 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.  
Valid California Class C driver's license.

**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.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Lifting, carrying, pushing or pulling heavy objects.  
Standing and walking for extended periods of time.  
Dexterity of hands and fingers to operate food service equipment.  
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.  
Traffic hazards.