

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: CHILD NUTRITION ASSISTANT

SALARY RANGE: Range 7

DIVISION: Classified

DEPARTMENT: Food Service

LOCATION: Various Locations

REPORTS TO: Director of Nutrition and Student Welfare

WORK YEAR: School days only + 2 in-service days

APPROVED BY: Governing Board

DATE: December 14, 2022

SUMMARY: Under the direction of the Director of Nutrition and Student Welfare, the Child Nutrition Assistant assists with the daily activities of nutrition centers within the District. The Child Nutrition Assistant provides support to the Site Nutrition Lead in food service preparation and production, including cooking, baking, transporting, catering, and performs cleaning and cashiering duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

1. Assist with nutrition centers throughout the District as needed.
2. Set up and prepare serving areas, carts, wagons, serving equipment, coolers, tables, counters, and garden bar.
3. Serve meals to students, teachers, parents, and staff, and on occasion, cashiering duties including operating the point of sale register/computer.
4. Assist with the preparation, production, and serving of food including cooking, baking, and packaging.
5. Assist with receiving, checking, counting, recording, and storing deliveries.
6. Assist with conducting daily and monthly inventory.
7. Perform general cleaning duties to ensure the nutrition center, equipment, and cookware is clean and sanitary according to applicable guidelines and standards. Clean and sanitize work areas, carts, coolers, wagons, counters, tables, and garden bar.
8. Assist with record production and transport records as well as amounts of prepared, used, and left over food on a daily basis.
9. Transport food between school sites and contracted sites.
10. Attend meetings and in-service trainings as requested.
11. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Basic methods of food preparation and service, including safe and proper temperature of heated foods and sanitary food-handling.
2. Basic methods used in cleaning and sanitizing kitchen equipment, utensils, appliances, and facilities.
3. Basic kitchen utensils, equipment and appliances and methods of use.
4. Safe work practices.
5. Personal hygiene requirements applicable to assigned work responsibilities.

Ability to:

1. Prepare and serve food effectively under time constraints in a fast-paced environment.
2. Operate standard kitchen machines and equipment safely and efficiently.
3. Operate a point of sale register/computer, count money, and distribute change.
4. Monitor and keep records of food temperatures, quantity of food used, and serving portions.
5. Understand and follow oral and written instructions.

6. Use tact, discretion, and courtesy at all times.
7. Establish and maintain effective working relationships with District staff, faculty, students, and others encountered in the course of work.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required. Three months related experience and/or training or equivalent combination of education and experience is required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and in small group situations to students, parents, and other employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES: Valid California Driver's License (required by the first day of service). First Aid Certificate is preferred. Food Service Licenses or certifications, as required by the State of California and the Federal Lunch Program by the date of hire. Must possess a current Certificate of Food Safety and Sanitation (within twelve months of employment).

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.