

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 21, 2010
Revisions Approved: November 20, 2024
Salary Schedule: 20; Row: 10

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **NUTRITION SERVICES ASSISTANT**

JOB PURPOSE STATEMENT: Under the supervision of the Director of Nutrition Services or Designee and the guidance of a Lead Nutrition Services Assistant, participate in a variety of nutrition service duties including the ordering, receiving and storing of inventory, cooking and serving of food at an assigned school site; maintain food service facilities, equipment, cookware, and utensils in a clean and sanitary condition;

JOB FUNCTIONS:

- Plan, receive, store, prepare, sell, and serve hot/cold food items in accordance with established menus and standardized recipes, standard operating procedures, and safe food-handling practices.
- Setup and replenish foods at serving stations, salad bars and buffet meals.
- Implement portion control and assist in monitoring student meals to ensure USDA compliance for a reimbursable meal.
- Maintain production records to determine food usages and accurately forecast future food production to reduce food waste.
- Maintain accurate Management/Financial Control Records such as daily sales, inventory, and production sheets.
- Record various food and equipment temperatures and maintain temperature logs on a daily basis; notify Lead Nutrition Services Assistant of any temperature discrepancies.
- Perform cashiering duties to include operating point-of-sale terminals, assure accuracy of daily cash receipts, count and wrapping of money, and prepare bank deposit slips along with daily reports of meals served.
- May work with school site administration and staff to resolve food/cafeteria related issues.
- Prepare and unload food service carts for service at designated sites on campus.

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- Inform Lead Nutrition Services Assistant when supplies are getting low or equipment is not working properly.
- Clean, wash and sanitize equipment, (i.e. pots, pans, ovens, counters, warmers, etc.)
- Remove trash as necessary
- Store food in designated containers and storage areas to prevent spoilage.
- May drive a vehicle to school sites and transport food and supplies when needed.
- Performs other job related duties as assigned.

JOB QUALIFICATIONS:

Knowledge of:

- Principles and methods of quantity food preparation, distribution, and storage
- Approximate and correct methods of cooking, baking, and serving of large quantities of food
- Institutional kitchen equipment and utensils
- Safe food-handling practices and procedures in a cafeteria in accordance with County, State and Federal regulations and policies, including the USDA Professional Standards
- Methods employed in the use of cleaning, sanitation, and maintenance of modern kitchen and cafeteria service equipment
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, inventory, and ordering
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations
- Appropriate safety and security precautions, practices, and procedures
- General customer service skills

Ability to:

- Maintain current Riverside County Food Handler Certification.
- Operate a variety of cafeteria and kitchen equipment (i.e. mixer, slicer, warmers), utensils, measuring devices and appliances (i.e. oven, freezer, dishwasher) in a safe and efficient manner
- Count money, make change and operate or learn to operate a computerized cash register

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- Makes standard arithmetical calculations with speed and accuracy
- Cook and prepare food in large quantities
- Maintain clear and comprehensive records
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Use independent judgment
- Understand, interpret, and carry out oral and written directions
- Communicate effectively using correct grammar
- Establish and maintain effective working relationships
- Learn and utilize new and current technologies
- Maintain confidentiality of privileged information
- Provide excellent customer service (e.g. answering phones, assisting students and staff)

EDUCATION:

- Graduation from high school or equivalent

EXPERIENCE:

- One (1) year of nutrition services experience preferably in a public setting

LICENSES, CERTIFICATIONS, and/or TESTING:

- Riverside County Food Handler Safety Certification required
- Valid Driver's License required
- Evidence of driver insurability during the course of employment

WORKING CONDITIONS:

Environment:

- Cafeteria/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work

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- Noise
- Indoor/outdoor
- Exposure to cold/heat from freezers, walk-in refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.

Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Working in a cramped or restrictive work chamber
- Working around and with machinery having moving parts
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking and standing for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders

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- Medium work: lifting, carrying, pushing and/or pulling up to approximately 50 pounds

Revised: July 2, 2024

Negotiated: November 1, 2024