

**CLASSIFIED JOB DESCRIPTION**

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**CHILD NUTRITION SERVICES I**

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**JOB SUMMARY:**

Under immediate supervision, in a fast-paced environment, prepares and/or assists in preparing, counting, assembling, cooking, heating, and serving a variety of food in a food service environment; does general cleaning and performs related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Prepares and assembles food items including lunches for field trips, food trays for catering, sandwiches, and salad bar items.
- Cleans and sterilizes food prep surfaces and appliance surfaces including salad bar, steam tables, appliances, sinks, hot carts, pans and cooking utensils for the purpose of maintaining a bacteria-free environment, cleans and crushes empty cans for the purpose of recycling.
- Assists with and prepares required paperwork for the purpose of accountability, such as monthly physical inventory and production records.
- Puts date received on cases and cans delivered to site and puts away in appropriate area or appliance.
- Delivers paperwork and monies to the District as needed.
- Lifts cases, bags, cans, pans of food, cleaning supplies, and jars.
- May work daily for a limited amount of time in a walk-in refrigerator and freezer.
- Communicates with school office staff, CNS office staff, supervisors, parents, and community members in a professional manner while creating a nurturing atmosphere for the students at the site.
- Answers questions of a general nature not involving interpretation of District policy or practices.
- Accountable for being the primary operator of and understanding the computerized student meal account system (Cricket), including adjustment binder.
- Accountable for accurately obtaining money and completing deposit slips.
- Accountable for accurately recording and relaying electronic, telephone, and voice mail messages.
- Demonstrates the ability and desire to learn the duties of the next level position (CNS III). Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of successful paid experience in the preparation or serving of food in a food service environment
- Ability to follow oral and written directions; prepare and serve a wide variety of foods; work rapidly and efficiently in a fast-paced environment; work effectively with school personnel and students; apply and maintain high standards of sanitation and personal hygiene.

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- Knowledge of the proper methods of preparing and cooking foods, familiarity with the problems and methods of preparing and storing food in large quantities, use and care of institutional kitchen equipment and utensils, proper cleaning and sanitizing methods, principles of sanitation and kitchen safety.
- High school diploma or GED required.
- Sufficient education to have basic skills in reading, bookkeeping, and arithmetic.
- Valid and current food handler's permit card or a valid servsafe certificate of completion.

*Classified Salary Schedule: Range 12*  
*BOARD APPROVED: 07/18/00*  
*07/01/14*  
*07/16/23*  
*08/09/2023*