

CLASSIFIED JOB DESCRIPTION

CHILD NUTRITION SERVICES II

JOB SUMMARY:

Under immediate supervision in a central kitchen, prepares or assists in preparation, assembling, cooking, counting, and heating a variety of foods for satellite kitchens and serving of food to students at Central Kitchen site in a fast-paced environment. Does general cleaning in a food service environment and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Assists in the receiving, cooking, counting, and preparation of food items for the purpose of supplying satellite schools.
- Prepares and serves meals in a fast-paced environment for the purpose of feeding students.
- Operates and understands computerized student meal account system (Cricket) including the adjustment binder; accountable for accurately obtaining money and completing deposit slips.
- Prepares menu items for the purpose of transporting to satellite schools and serving at central kitchen.
- Cleans and sanitizes food prep surfaces and appliance surfaces, including salad bar, steam table, sinks, hot carts, pans, containers, and cooking utensils for the purpose of compliance with health codes.
- Answers questions of a general nature not involving interpretation of District policy or practices.
- 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.
- Accountable for accurately recording and taking appropriate action on electronic, telephone, and voice mail messages.
- May work daily for a limited amount of time in a walk-in refrigerator and freezer.
- Lifts cases, bags, cans, pans of food, cleaning supplies, and jars.
- Assists with and prepares required paperwork such as monthly physical inventory, production records, and supply and food orders.
- Demonstrates the ability and desire to learn the duties of the next level position.
- 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 performing tasks 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 is required.
- Valid and current food handler's permit card or a valid servsafe certificate of completion.

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