

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

CHILD NUTRITION SERVICES ASSISTANT

DEFINITION

Under general supervision of Child Nutrition Services, at designated site, organize, oversee, and assist in the preparation and serving of food; maintain various kitchen facilities and equipment in a clean and sanitary condition; and do other related work as assigned.

REPRESENTATIVE DUTIES

Using appropriate judgment and discretion, maintaining a high degree of confidentiality, the Child Nutrition Services Assistant will perform the following duties involving all aspects of the school district, requesting assistance when needed:

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- May interact with parents regarding Child Nutrition Services
- Plan, oversee, and prepare, reheat, or cook a variety of food products
- Follow quality standards, standardized recipes, safety procedures, and local, state, and federal guidelines
- Follow directions from the Child Nutrition Services department to ensure safe preparation and service of food for students with special dietary needs
- Responsible for preparing food service area including but not limited to steam tables and salad bar
- Maintain clean food service area and store leftover food items according to safety guidelines
- Ensure that reimbursable meals served meet the requirements as specified by the U.S. Department of Agriculture and the State of California
- Operate a variety of standard kitchen equipment; clean and store dishes, utensils, equipment, and food service areas
- Ensure that all equipment in the kitchen area is in safe working condition and report malfunctions when needed
- Responsible for security of food and supplies
- Compile and record daily production reports
- Utilize the computerized Point of Sale system to record meals served. May collect money and reconcile daily sales, and prepare deposits following district protocols
- May assist in supervising students
- Calculate, inventory, requisition, and receive food and supplies

- Complete state mandated professional development trainings as required by USDA
- Check district email daily and respond promptly as needed

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Proper methods of food preparation and service
- Basic food service safety and sanitation practices and principles
- Safe operation of kitchen equipment
- Methods of handling money and making change
- Basic mathematic calculations
- Basic computer skills
- Proper lifting techniques
- Interpersonal skills using tact, patience, and courtesy
- Basic English usage, oral and written

Ability to:

- Establish and maintain cooperative and effective working relationships with school staff, colleagues, supervisors, and the public
- Learn district computer software programs
- Plan, organize, and prioritize responsibilities
- Multi-task various work assignments in a time efficient manner
- Meet schedules and deadlines
- Safely operate a variety of standard kitchen utensils and equipment
- Assist in quantity preparation and serving of foods
- Maintain and follow all required standards of sanitation and safety
- Assure that food items are prepared, served, and stored properly
- Perform routine cashiering duties accurately
- Understand and carry out oral and written directions
- Communicate clearly and effectively
- Work independently
- Maintain regular attendance and punctuality

Education and Experience:

- High school graduation or equivalent
- Experience in quantity cooking, food safety and sanitation, and related courses desired

License and Certificate Requirements:

Must hold and maintain throughout employment:

- Valid Serve-Safe certificate, or willingness to acquire
- All required licenses and certificates

PHYSICAL DEMANDS, MENTAL DEMANDS, AND WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, feel objects, tools, or controls, reach with hands and arms, bend or twist at the neck, squat, stoop or kneel, reach above the head, reach forward and bend at the neck and trunk, and be on his/her feet for extended periods of time. The employee must have manual dexterity sufficient to handle cooking tools and operate kitchen equipment, push and pull items, and be able to lift and/or move up to 25 pounds, or 50 pounds with assistance. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of the job, the employee will work near or with food preparation equipment and have exposure to detergents, abrasive cleaning solvents, disinfectants, and hot and cold temperatures from foods, refrigerators, freezers, and equipment.

Adopted: August 1993

Revised: September 10, 2015

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