

CYPRESS SCHOOL DISTRICT  
Cypress, California 90630

**CLASS SPECIFICATION**

**CHILD NUTRITION SERVICES SENIOR**

**DEFINITION**

Under general supervision of Child Nutrition Services, 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 Senior 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
- 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
- Assist with the daily production and preparation of all food products at the central kitchen, and assists with distribution to sites using hot and cold holding carts
- Work with the school office and Child Nutrition Services Director to ensure safe preparation and service of food for students with special dietary needs
- Oversee food service to students and staff
- 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
- Calculate, inventory, requisition, and receive food and supplies, including dairy orders
- Utilize the computerized Point of Sale system to record meals served, may collect money and reconcile daily sales, and prepare deposits following district protocols

- Provide training to food service assistants
- May instruct student workers in safe, sanitary, and efficient food service procedures
- May assist in supervising students
- Resolve student food account issues; provide information about balances
- Prepare specialty food orders
- Estimate, plan, and adjust quantities of food needed based on site history and complete Daily Production Records
- 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
- Procedures used to order, receive, store, and inventory food and supplies
- Basic food service safety and sanitation practices and principles
- Safe operation of kitchen equipment
- Methods of handling money and making change
- Basic mathematical calculations
- Basic computer skills
- Proper lifting techniques
- Safe driving practices
- 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
- Accurately determine inventory and prepare reports
- 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 at an assigned central kitchen or designated site(s)
- 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

- Travel between multiple sites using personal transportation
- Adapt to changing work priorities

**Education and Experience:**

- High school graduation or equivalent
- One year of experience in the Food Service Assistant classification, or courses in quantity cooking, food safety and sanitation, and related subjects

**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 the job include close vision, color vision, peripheral vision, depth perception, and the ability to 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: September 14, 1993*

*Revised: September 10, 2015*

*Revised: August 10, 2023*