Mt. Diablo Unified School District

Food & Nutrition Services Assistant

Summary Definition

Under general supervision, the job of the Food & Nutrition Services Assistant is to support the food service activities at assigned locations with specific responsibilities preparing, assisting in cooking, and serving food items to students and/or school personnel, while maintaining proper food safety and Hazard Analysis Critical Control Points (HACCP) protocols and record keeping. Maintains kitchens in a safe and sanitary condition.

Directly Responsible To

Food & Nutrition Services Area Supervisor. Work guided and directed by Food & Nutrition Services Lead Food Service Worker.

Example of Duties

E: Essential Functions (May perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Acts as cashier for the purpose of ensuring accurate completion of all cashier processes. **E**
2. Sets up, prepares, and breaks down serving areas in cafeteria, grab n go lines, mobile carts, or satellite locations on campus for the purpose of serving meals to students and staff. **E**
3. Assists in the cooking and preparation of food for the purpose of ensuring effective menu implementation. **E**
4. Assembles main entrees, vegetables, salads, dressings, breads, etc., utilizing menus and recipes prepared by staff for the purpose of producing meals according to menu plan. **E**
5. Cleans kitchen, utensils, dishes, equipment, storage, food preparation, and serving areas for the purpose of maintaining required sanitary conditions. **E**
6. Load and unload meals for the purpose of serving meals to students and staff. **E**

7. Provides assistance with nutrition processes (e.g. daily record keeping, meal counts, production records, food and refrigerator/freezer temperature monitoring, quantity and quality of food inventory, cleanliness of equipment, cleanliness of preparation and serving areas, food preparation and serving, reporting equipment operating problems and other kitchen issues to Lead Food Service Worker, etc.) for the purpose of ensuring implementation of daily processes and all nutrition service requirements. **E**
8. Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
9. Reports safety issues in kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
10. Attends unit meetings within the work day, for the purpose of gathering information required to perform job functions.
11. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Skills

Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Adhere to food production processes
2. Communicate effectively with others
3. Completing tasks in a timely manner
4. Preparing and maintaining accurate records
5. Operate standard office equipment and commercial kitchen equipment
6. Pertinent software applications
7. Applying assessment instruments

Knowledge

Perform basic math, including calculations using fractions, percent, and/or ratios. Knowledge skill based upon competencies required to satisfactorily perform the functions of the job include:

1. Beginning understanding of the Culinary Arts/food preparation
2. Understand complex multi-step written and oral instructions
3. Knowledge of Production kitchen operation
4. Knowledge in scale reading
5. Food safety practices and procedures
6. Food Production timelines
7. Health standards and hazards

Ability

To be flexible within a variety of circumstances. Ability skill based upon competencies required to satisfactorily preform the functions of the job include:

1. Operate equipment using a variety of standardized methods
2. Work with a variety of individuals
3. Problem solving to identify issues and create action plans
4. Working as part of a team
5. Adapting to changing work priorities
6. Meeting deadlines and schedules
7. Organizing tasks
8. Working with frequent interruptions

Responsibility

Responsibilities include; working under general supervision using standardized routines.

Work Environment/Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent use of step ladder and balancing; stooping, kneeling, crouching, and/or crawling; and fine finger dexterity. Generally the job requires 45% walking and 55% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

Hazards

Exposure to bulk food, equipment and metal objects; and working in cold, hot and freezing temperature environments.

Licenses and Certificates

- A valid California Driver's License (Preferred)
- CA ServSafe Food Handling Certification (Preferred)

Experience

Job related experience with increase levels of responsibility is desired.

Education (Minimum)

High School Diploma or equivalent

Board Approval Expected: 1-18-23

Salary Range: 355