



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

| <b><u>CHILD NUTRITION WORKER I – CENTRAL KITCHEN</u></b> |                                          |                         |                            |
|----------------------------------------------------------|------------------------------------------|-------------------------|----------------------------|
| <b>DEPARTMENT/SITE:</b>                                  | Child Nutrition Center<br>or School Site | <b>SALARY SCHEDULE:</b> | Classified Bargaining Unit |
|                                                          |                                          | <b>SALARY RANGE:</b>    | 10 per 2021/2022 Schedule  |
|                                                          |                                          | <b>WORK YEAR:</b>       | 11 Months (206/240 Days)   |
| <b>REPORTS TO:</b>                                       | Child Nutrition<br>Services Supervisor   | <b>FLSA:</b>            | Non-Exempt                 |

#### **BASIC FUNCTION:**

Under the direction of the Child Nutrition Services Supervisor, assist in the preparation, cooking, distribution, and packaging of food items at the central kitchen for distribution to school sites; utilize specialized machines in the quantity preparation of food items; maintain central kitchen service areas and equipment and utensils in a clean and sanitary condition. The incumbents in this classification assist in providing students with nutritious meals which directly supports student learning.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Child Nutrition Worker I** classifications are the entry-level classes in the series. The **Child Nutrition Worker I – Central Kitchen** class is assigned to assist in the preparation and packaging of food in assigned Central Kitchen departments, including salad preparation, cooking hot foods, bakery, or distribution. Incumbents in the **Child Nutrition Worker I – School Site** class are assigned to the school serving kitchens to serve hot and cold food to students and staff and perform cashiering duties. The **Child Nutrition Worker II** is the more experienced classification in the series. Incumbents are typically assigned to school serving kitchens and are responsible for overseeing the service, inventory, food counts, and determining appropriate quantities of food items to meet student needs. Incumbents assure related food service activities comply with established safety and sanitation requirements. The **Child Nutrition Service Lead** classifications are at a higher level and lead, oversee and participate in one of the five food service operations within the Central Kitchen – bakery, a la carte/breakfast, production, cooking, and distribution.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Assist in the preparation, cooking, distribution, and packaging of food items at the central kitchen for distribution to school sites; follow standardized recipes and menus and assist in the preparation, cooking prepare and package food in assigned Central Kitchen departments, including salad preparation, cooking hot foods, bakery or distribution; utilize specialized machines in the quantity preparation of food items; maintain the central kitchen, equipment, and utensils in a clean and sanitary condition.

Participate in maintaining kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, food containers, and food service equipment; operate dishwashers and wash trays, pots, pans, plates, utensils, and other serving equipment as assigned.

Prepare and package food items such as vegetables, fruits, salads, and dressings at the Central Kitchen for distribution to school sites; wrap and sort food items according to established portion control standards.

Set up ingredients, cups, pans, and trays in preparation for packaging; assemble various ingredients and pack and wrap items utilizing equipment controls according to established procedures; inspect food for portion and quality control.

Retrieve food items according to established quantity specifications as required; open cans; replenish containers as necessary; assist in the storage and rotation of supplies in storage areas.

Operate standard food service equipment such as ovens, warmers, mixers, slicers, rice cookers, and serving cart and food service machines.

Assure temperatures on the hot cart and refrigerated cart remains constant and accurate; take and record the temperature at the time the hot cart is delivered to the school site; make an adjustment to the temperature gauge as necessary.

Maintain various records related to inventory and assigned duties; participate in regular and periodic inventories as assigned.

Read and interpret records to determine proper food quantity specifications.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Practices, procedures, and techniques involved in quantity food preparation and packaging.

Operation of specialized machines used in quantity packaging of food items.

Sanitation practices related to the handling of food.

Standard kitchen equipment, utensils, and measurements.

Portion control techniques.

Proper lifting techniques.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Record-keeping techniques.

Basic mathematics.

#### **ABILITY TO:**

Operate standard kitchen equipment safely and efficiently.

Follow health and sanitation requirements.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Maintain various records related to work performed.

Read and interpret records to determine proper food quantity specifications.

Work cooperatively with others as part of a team.

Meet schedules and timelines.

Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to high school graduation or equivalent and some experience in food preparation, kitchen maintenance, and handling cash transactions.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents must obtain a Food Handler's Certificate within the probationary period.

**WORKING CONDITIONS:****ENVIRONMENT:**

Food service environment.

**PHYSICAL DEMANDS:**

Standing/walking for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing, or pulling moderately heavy objects up to 50 lbs. as assigned by position.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders, and horizontally.

Bending at the waist, kneeling, or crouching.

Seeing to monitor food quality and quantity.

**HAZARDS:**

Working around machinery having moving parts, knives, slicers, or other sharp objects.

Hot ovens.

Cold temperatures of walk-in freezers and refrigerators.

Exposure to cleaning chemicals and fumes.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: August 1994; Revised 8/96; 11/00;

07/13 Reallocated from R07 (Ewing)

10/21 New Classification / Reclassified / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022