CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

Job Class Description

CHILD NUTRITION WORKER I – SCHOOL SITE			
DEPARTMENT/SITE:	Child Nutrition Center or School Site	**SALARY SCHEDULE:** **SALARY RANGE:** **WORK YEAR:**	Classified Bargaining Unit 10 per 2021/2022 Schedule 10 Months (206 Days)
REPORTS TO:	Child Nutrition Services Supervisor	**FLSA:**	Non-Exempt

BASIC FUNCTION:
Under the direction of the **Child Nutrition Services Supervisor**, assist in the service of a variety of food and bakery items at a school or other District site; maintain school food 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 – School Site** class is assigned to school serving kitchens to serve hot and cold food to students to staff and perform cashiering duties. The **Child Nutrition Worker I – Central Kitchen** incumbents assist in the preparation and packaging of food in assigned Central Kitchen departments, including salad preparation, cooking hot foods, bakery, or distribution. 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.

Prepare and serve hot and cold food items at assigned school serving kitchens; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; heat, arrange and distribute food items according to established procedures and portion control standards.

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 food and beverages for sale; count and set up plates, trays, and utensils; stock condiments, food items, and paper goods; order, pick up, receive, store, rotate and dispose of food items and supplies as directed; stock bins with food supplies; conduct daily inventories as directed.

Perform routine cashiering duties as assigned; count money and make correct change; collect sort, count, and mark lunch tickets.

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, serving carts, and food service machines.

Assure temperature on the hot cart and refrigerated cart remains constant and accurate; make adjustments to the temperature gauge as necessary.

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

May provide work direction and guidance to student workers and complete records on their attendance and performance 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.
Sanitation practices related to the handling of food.
Standard kitchen equipment, utensils, and measurements.
Portion control techniques.
Interpersonal skills using tact, patience, and courtesy.
Proper lifting techniques.
Oral and written communication skills.
Record-keeping techniques.
Basic mathematics.

ABILITY TO:
Operate standard kitchen equipment safely and efficiently.
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.
Exposure to cleaning chemicals and fumes.

CLEARANCES:
Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

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