



CHILD NUTRITION SERVICES ASSISTANT I JOB DESCRIPTION

JOB SUMMARY:

Under the supervision of the Director of Child Nutrition Services, assist in the quantity preparation and serving of foods and beverages to students at an assigned school site, according to established procedures; assist in maintaining food service facilities, equipment, and utensils in a clean, safe, and sanitary condition. This role directly supports the school community and student learning by providing nutritious meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare, portion, and assemble food and beverage items based on standardized recipes (e.g., count, measure, wrap, scoop, store) for the purpose of meeting nutritional standards and projected meal requirements.
- Serve attractive and nutritious meals to students according to district, and federal food safety, sanitation, and quality standards.
- Maintain quality and quantity of food served according to established procedures.
- Set up food service area in preparation for meal service: count and set-up trays and utensils; stock condiments, food items, paper goods, and other supplies as needed.
- Maintain various records related to food items, inventory, meal counts, and assigned activities.
- Perform post-lunch cleaning and next-day preparation, such as disposing of unusable food, green waste, and leftover food for donation.
- Clean equipment and workspaces (e.g., wash pots, pans, dishes, kitchen utensils, tables, carts, sinks) for the purpose of maintaining equipment and work areas in a sanitary condition.
- Load and unload shipments of food and supplies.
- Ensure that all food service activities comply with established health, safety, and sanitary practices, including temperature requirements and the use of proper lifting techniques.
- Participate in processing the receipt, stocking, re-stocking, and storage of daily food and supply orders received; check expiration dates on food items, utilizing the First-In, First-Out (FIFO) principle to optimize stock rotation and minimize waste.
- Assists with maintaining inventory of food items, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Operate a variety of commercial kitchen equipment (such as ovens, warmers, steam tables, dishwashers, can openers, food carts, etc.) for the purpose of providing efficient food services.
- Communicate with students and staff to exchange information.
- Provide exceptional and courteous customer service to all students, staff, and community members.
- Establish and maintain cooperative working relationships with others.
- Attend meetings and/or in-service trainings for the purpose of conveying and/or gathering information required to perform functions.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods of quantity food preparation, serving, and storage, including principles of food safety and sanitation
- National School Lunch and School Breakfast program requirements.
- Basic inventory control, food ordering, and record-keeping procedures.
- Basic food handling techniques, including storage and proper temperature control.
- Sanitation and safety laws and practices related to preparing, handling, and serving food.
- Standard kitchen equipment, utensils, and weights, and measures
- Basic mathematics (add, subtract, divide, decimals, measuring proportions of food items, taking inventory, and ordering supplies)
- Proper lifting techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Estimate food needs, adjust recipes for quantity, and maintain quality and portion control.
- Communicate effectively, both orally and in writing, with students, staff, and supervisors.
- Understand and carry out oral and written instructions quickly and efficiently.
- Serve food in accordance with health and sanitation regulations.
- Operate and clean a variety of food service equipment.
- Work as a team, problem solve and work quickly and efficiently.
- Work independently, make common sense decisions in routine and critical situations; work efficiently under pressure with constant interruptions.
- Establish and maintain cooperative, collaborative, and effective working relationships with co-workers, school staff, parents and others
- Maintain regular and consistent attendance.
- Meet schedules and timelines with accuracy and efficiency.

Education and Experience:

- Equivalent to the completion of the twelfth grade/High school diploma or equivalent.
- Job-related experience is preferred but not a requirement.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Performing duties in a food service environment in a school site kitchen
- Subject to heat from ovens and cold from refrigerators and freezers.
- Exposure to boiling water and very hot foods, equipment, and metal objects.
- Exposure to sharp knives.
- Exposure to cleaning and sanitizing agents.

- Indoor and outdoor conditions.
- Noise level is usually moderate to loud.

Physical Abilities:

- Hearing and speaking to exchange information.
- Seeing to observe kitchen production and service.
- Dexterity of hands and fingers to operate kitchen tools.
- Standing or walking for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects, weighing up to 50 pounds.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Repetitive hand and upper extremity motion.

OTHER:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Valid Food Handler's Card issued by the San Diego County Health Department
- Complete up to six (6) hours of Professional Development annually related to school nutrition, as determined by the USDA (if applicable based on hours worked).

CLEARANCES:

- Criminal Justice and FBI Fingerprint Clearance
- Tuberculosis Clearance (Negative TB test result plus periodic post-employment retest as required).
- Pre-employment physical exam and drug screen clearance

Range: 6

Board Approved: 05/19/2026