



CHILD NUTRITION SERVICES ASSISTANT II 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; perform advanced record-keeping and cash accounting. This role directly supports the school community and student learning by providing nutritious meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate assigned site operations (e.g., monitor kitchen workflow, oversee meal service timelines, and manage inventory) for the purpose of providing efficient food services.
- Operate a computer and other point-of-service (POS) equipment for verifying student information, handling cash transactions, and daily cash reporting.
- Maintain a patient, calm, and professional demeanor while operating the computer system and efficiently processing high volumes of students during busy meal periods.
- Ensure every student receives a complete, reimbursable meal, by verifying all components meet National School Lunch program standards.
- Perform record-keeping and accounting of monies.
- Prepare bagged lunches for field trips throughout the year.
- Manage student lunch helpers to ensure adherence to safety and sanitation protocols.
- Set up food items on the serving line and assemble/maintain salad bar, ensuring compliance with nutritional requirements and attractive presentation.
- Set up and oversee share table where students can discard any uneaten food for later consumption or donation.
- Prepare and maintain a variety of manual and electronic records (e.g., inventory lists, sales, equipment logs, production records) to ensure accurate documentation and audit trails for meals served.
- 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.
- Load and unload shipments of food and supplies; inspect deliveries for quantity, quality, and specifications.
- Maintain inventory of food items, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Clean equipment and workspaces (e.g., service carts, milk cooler, salad bar, POS, storage, carts, and serving areas) for the purpose of maintaining equipment and work areas in a sanitary condition.
- 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.
- Operation of commercial kitchen equipment and Point-of-Sale (POS) systems.
- 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, weights, and measures
- Basic mathematics (add, subtract, divide, decimals, fractions for making change, counting a drawer, 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:

- Perform accurate cash handling and financial record-keeping.
- Use google drive, google docs, Microsoft outlook, Point-of-Service software for effective communication and service.
- Estimate food needs, adjust food orders for quantity.
- Communicate effectively, both orally and in writing, with students, staff, and supervisors.
- Understand and carry out oral and written instructions quickly and efficiently.
- Be flexible and able to adapt to changes in routine and duties.
- 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.
- Six (6) months of quantity food preparation, and preparation area maintenance in a commercial, institutional, or school cafeteria setting.

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 (upon time of hire.)
- Valid SERV Safe Food Manager's Certificate (or equivalent Food Safety Certificate from a Department of Health approved organization) within probationary period.
- Complete up to six (6) hours of Professional Development annually related to school nutrition, as determined by the USDA.

CLEARANCES:

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

Range: 7.5

Board Approved:05/19/2026