



CHILD NUTRITION SERVICES CENTRAL KITCHEN & SITE SUPPORT FLOATER JOB DESCRIPTION

JOB SUMMARY:

Under the supervision of the Director of Child Nutrition Services, assists with highly skilled functions and mass quantity preparation, cooking, and packaging of food items at the central kitchen; serves as a flexible “floater,” providing support at school cafeterias. This role directly supports the school community and student learning by ensuring students receive nutritious, appealing meals in both central production and school-site environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the skilled, high-volume preparation, cooking, and packaging of food items—including fruits, vegetables, salads, entrées, baked goods, dressings, and sauces—according to standardized recipes, HACCP guidelines, and established menus.
- Convert and measure ingredients accurately by assembling, weighing, mixing, and preparing quantities required for production.
- Set up ingredients, trays, pans, and materials; portion, assemble, pack, and wrap food items using proper equipment controls and procedures while meeting portion, quality, and appearance standards.
- Operate, clean, and maintain specialized kitchen equipment (e.g., mixers, kettles, ovens, warmers, dish machines) ensuring all equipment and utensils are used safely and sanitized properly.
- Monitor cooking operations, verify food and equipment temperatures, and ensure adherence to all safety, sanitation, and HACCP requirements.
- Maintain inventory of ingredients and supplies using the First-In, First-Out (FIFO) method; assist with scheduled inventory counts and maintain accurate production and inventory records.
- Fill and verify food orders for accuracy, ensuring items for distribution to school sites are completed on schedule.
- Load and unload deliveries; inspect shipments of food and supplies for quality, quantity, and specifications.
- Clean and sanitize work areas, equipment, carts, prep tables, and utensils to maintain a safe and sanitary central kitchen environment.
- Serve as a flexible floater to school sites, assisting with meal preparation, food service, and daily cafeteria operations as needed.
- Set up serving lines, salad bars, and share tables, ensuring compliance with nutrition standards, safe handling practices, and attractive meal presentation.
- Verify that every student receives a complete, reimbursable meal under NSLP/SBP guidelines.
- Operate point-of-service (POS) systems to verify student information, process transactions, handle cash, and complete required daily cash reports.

- Prepare and maintain manual and electronic records (e.g., meal counts, production records, field trip rosters, equipment logs) to support accurate reporting and audit requirements.
- Assist in ordering and maintaining adequate inventory levels of food, condiments, and supplies needed for daily meal service.
- Prepare bagged lunches for field trips and special service needs.
- Guide student lunch helpers to ensure safe, sanitary, and efficient workflow.
- Receive, stock, rotate, and store site-level food items and supplies, following FIFO procedures and checking expiration dates.
- Clean and sanitize service carts, milk coolers, salad bars, POS stations, storage areas, dishes, and serving equipment to maintain a safe and sanitary school-site environment.
- Maintain strict compliance with all health, safety, and sanitation regulations, including proper lifting techniques, temperature monitoring, and safe food handling.
- Attend required meetings, workshops, and in-service trainings.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods of large quantity food preparation and production, serving, and storage, including principles of safety and sanitation.
- Accurate measurement techniques and recipe conversions to scale standardized recipes, for large quantity production.
- Operation of commercial kitchen equipment and Point-of-Sale (POS) systems.
- National School Lunch and School Breakfast program requirements.
- Basic inventory control, food ordering, and record-keeping procedures.
- 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:

- Plan, organize, and implement daily food service operations in fast-paced central kitchen.
- Apply modern methods for large quantity food preparation and use/maintain kitchen machinery and equipment.
- Maintain food in an organized and efficient manner in accordance with established timelines.
- Perform accurate cash handling and financial record-keeping.
- Use google drive, google docs, Microsoft outlook, Point-of-Service software for effective communication and service.
- Maintain a patient, calm, and professional demeanor while operating the computer system and efficiently processing high volumes of students during busy meal periods.
- Estimate food needs, adjust recipes and production for quantity, and maintain quality and portion control.
- Work as a team, problem solve, work quickly and efficiently to produce large volumes of food within a set timeframe.
- Communicate effectively, both orally and in writing.

- 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.
- Establish and maintain cooperative, collaborative, and effective working relationships.
- Work independently, make common sense decisions in routine and critical situations; work efficiently under pressure with constant interruptions.
- Maintain regular and consistent attendance.
- Meet schedules and timelines with accuracy and efficiency.
- Provide exceptional and courteous customer service.
- Establish and maintain cooperative working relationships with others.

Experience & Education:

- Equivalent to the completion of the twelfth grade/High school diploma or equivalent.
- Experience in quantity food preparation in a high volume, large-scale, food production environment (e.g., commercial, institutional, or school cafeteria setting).
- Six (6) months of food preparation experience in a commercial, institutional, or school cafeteria setting.

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is varied and dynamic.

- Performing duties in a food service environment in a school central kitchen.
- Regularly exposed to intermittent noise, frequent interruptions, and a fast-paced, dynamic operational atmosphere.
- Occasional exposure to extreme temperatures (e.g., heat from ovens/cooking equipment, extreme cold from refrigerators and freezers); wet and/or humid conditions; cleaning/sanitizing agents; and fumes or airborne particles (flour, cooking odors).
- Requires the ability to sit or stand for extended periods; operate computer and office equipment; communicate effectively (oral and written).
- Lift, carry, push, and pull medium to heavy objects (up to 50 pounds) using proper lifting techniques.
- Stand, walk, and bend frequently.
- Work near potential hazards, including exposure to boiling water, very hot foods and equipment, extreme heat and cold, and sharp objects (knives, slicers, mixers) in a commercial kitchen setting.
- The noise level ranges from moderate in the administrative office to loud in the central kitchen and production areas.

Physical Abilities:

The physical demands below are representative of those that must be met by an employee to successfully perform the essential administrative, operational, and food service support functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to frequently lift, carry, push, or pull heavy objects, weighing up to 50 pounds (e.g., cases of food, supplies, loaded food carts, storage racks, and materials).
- Standing or walking for extended periods of time on potentially hard surfaces in kitchen lunch area environments.
- Ability to reach overhead, above the shoulders, and horizontally, as well as frequently bend at the waist, kneel, or crouch to access supplies, equipment, and records.
- Hearing and speaking to exchange information clearly, communicate with staff and parents, and respond to telephone inquiries, often over moderate to loud noise levels.
- Seeing to observe food production, verify delivery orders, check for compliance, proofread complex documents, and monitor food service activities.
- Dexterity of hands and fingers for tasks requiring precision and speed, including operating a computer and various office equipment, handling kitchen tools, and performing repetitive hand and upper extremity motion (e.g., data entry, typing, food preparation tasks).

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).
- License Required: possession of a valid California Motor Vehicle Operator's License must be bondable.
- 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 and drug screening clearance.

Range: 8

Board Approved: 05/19/2026