CHILD NUTRITION SERVICES PRODUCTION ASSISTANT
JOB DESCRIPTION

JOB SUMMARY:

Under the supervision of the Director of Child Nutrition Services, assist with highly skilled functions and mass quantity preparation, cooking, 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 including equipment and utensils in a clean and sanitary condition. This role directly supports the school community and student learning by providing nutritious meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the skilled, high-volume preparation, cooking, and packaging of all food items—including fruits, vegetables, salads, entrées, baked goods, dressings, and sauces—according to standardized recipes, HACCP guidelines, and established menus.
- Prepare appropriate ingredient quantities for production by converting standardized recipes, assembling, weighing, measuring, and mixing ingredients as needed.
- Set up ingredients, cups, pans, trays, and materials for packaging; assemble, portion, pack, and wrap food items using proper equipment controls and procedures; ensure all items meet established portion and quality standards.
- Ensure proper food handling and safety by monitoring cooking operations, verifying food and equipment temperatures, and confirming equipment is functioning correctly.
- Fill food orders accurately and on schedule, ensuring meals meet established quality, appearance, and portion standards for timely distribution to school sites.
- Operate and maintain a variety of specialized kitchen equipment—including mixers, kettles, ovens, warming cabinets, and dish machines—while keeping all equipment, utensils, and work areas clean and sanitary; wash trays, pans, utensils, and related items as required.
- Maintain strict adherence to all health, safety, and sanitation practices, including proper lifting techniques and safe food handling procedures.
- Monitor, rotate, and maintain inventory of food items used in daily production, following the First-In, First-Out (FIFO) guidelines; maintain accurate records of daily production, inventory, and assigned tasks; participate in scheduled inventory counts.
- Maintain accountability of all cooked items leaving the central kitchen by verifying orders for accuracy and ensuring they are completed by designated deadlines.

- Maintain strict adherence to all health, safety, and sanitation practices, including proper lifting techniques and safe food handling procedures.
- Load and unload shipments of food and supplies; inspect deliveries for quantity, quality, and specifications.

- Ensure that all food service activities comply with established health, safety, and sanitary practices, including temperature requirements and the use of proper lifting techniques.
- Clean equipment and workspaces (e.g., carts, prep tables, sinks, mixers, ovens, etc.) for the purpose of maintaining equipment and work areas in a sanitary condition.
- Attend meetings, workshops, and in-service training for the purpose of conveying and/or gathering information required to perform functions.
- 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.
- 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.
- 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).

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).
- 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