CHULA VISTA ELEMENTARY SCHOOL DISTRICT
84 EAST 'J' STREET, CHULA VISTA, CA 91910

CLASSIFIED JOB DESCRIPTION

CHILD NUTRITION SERVICES III

JOB SUMMARY:

Under general supervision, is accountable for the preparation, cooking, assembling, and serving of food while directing the flow of work in the fast-paced environment of a satellite kitchen. Accountable for planning and carrying out general cafeteria work and on-the-job training of Child Nutrition Services (CNS) site staff in all phases of CNS III's duties. Accountable for compliance with all governmental and District regulations and practices at assigned site.

ESSENTIAL JOB FUNCTIONS:

- Attends all mandatory meetings and relays information to CNS staff at sites.
- Conducts on-the-job training of all CNS staff at assigned site.
- Directs the fast-paced flow of work and the staff at assigned site.
- Prepares and assembles food items including lunches for field trips, sandwiches, and salad bar items.
- Prepares food items for the purpose of cooking and serving of the food to students at breakfast and lunch.
- Estimates quantities of food and supplies to be ordered using established data.
- Uses the District computerized system (Pentamation), orders food and supplies for the purpose of efficiently cooking and serving food to students, as well as ensuring correct inventory levels including bread products, produce, dry goods, supplies, and frozen food.
- Completes, maintains, and organizes filing system accurately for all paperwork for the purpose of complying with government and District regulations, policies, and practices such as production records, deposit slips, physical inventory sheets, cafeteria cash report, adjustment binder, and recipe binder.
- Accounts for the safe and sanitary disposition of all inventory on hand including receiving, storing, dating, and rotating of food and non-food items.
- Lifts cases, bags, cans, pans of food, cleaning supplies, and jars.
- Works daily for a limited amount of time in a walk-in refrigerator and freezer.
- Operates and understands computerized student meal account system accurately, including adjustment binder in the absence of the primary computer operator.
- Cleans and sterilizes food preparation surfaces and appliance surfaces including salad bar, steam tables, sinks, hot carts, pans, and cooking utensils for the purpose of maintaining a bacteria-free food preparation environment.
- Answers questions of a slightly complex nature requiring answers using good judgment, but not involving interpretation of District policy and practices.
- Communicates with school office staff and District CNS office staff, supervisors, parents, and community members in a professional manner while creating a nurturing atmosphere for the students at the site.
- Records and takes appropriate action on written, electronic, telephone, and voice mail messages.
- Secures windows and doors to the kitchen facility for the purpose of maintaining a sanitary and secure kitchen; and works with site staff to ensure security of money bag contents.

- Achieves high standards in an environment of multiple and complex regulations.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of recent paid experience in the preparation or serving of food in a fast-paced food service environment.

- Successful completion of the ServSafe Test.

- Ability to give clear oral and written directions to staff.

- Ability to follow oral and written directions; prepare and serve a wide variety of foods; work rapidly and efficiently in performing tasks in a fast-paced environment; work effectively with school personnel and students; and apply and maintain high standards of sanitation and personal hygiene.

- Knowledge of the proper methods of preparing and cooking foods; familiarity with the problems and methods of preparing and storing food in large quantities; use and care of institutional kitchen equipment and utensils, proper cleaning and sanitizing methods; and principles of sanitation and kitchen safety.

- Sufficient education to have basic skills in reading, bookkeeping, and arithmetic is required.

Classified Salary Schedule: Range 19
BOARD APPROVED: 7/18/00
REVISED: 9/15/09