



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>CHILD NUTRITION WORKER II</u>			
DEPARTMENT/SITE:	Child Nutrition Center Department or School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	14 per 2020/2021 Schedule
		WORK YEAR:	11 Months (206/208 Days)
REPORTS TO:	Child Nutrition Services Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the **Child Nutrition Services Supervisor**, participate in food service operations and activities at an assigned school site including the preparation, serving and sale of food items to meet student needs; process and verify accuracy and completeness of applications for free and reduced lunches; prepare daily bank deposits; oversee and participate in related inventory, ordering, cashiering and sanitation functions; train and provide work direction and guidance to assigned personnel. The incumbents in this classification assist in providing students with nutritious meals which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

Child Nutrition Worker II is the more experienced classification in the series. Incumbents are typically assigned to school serving kitchens and are responsible for overseeing the service, inventory, food counts, processing lunch applications, and determining appropriate quantities of food items to meet student needs. Incumbents assure related food service activities comply with established safety and sanitation requirements. The two **Child Nutrition Worker I** classifications are the entry-level in the series. The **Child Nutrition Worker I – Central Kitchen** class assists in the preparation and packaging of food in assigned Central Kitchen departments, including salad preparation, cooking hot foods, bakery, or distribution. Incumbents in the **Child Nutrition Worker I – School Site** class are assigned to school serving kitchens assigned to serve hot and cold food to students to staff and perform cashiering duties. The **Child Nutrition Service Lead** classifications are at a higher level and lead, oversee and participate in one of the five food service operations within the Central Kitchen – bakery, a la carte/breakfast, production, cooking, and distribution.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Participate in food service operations and activities at an assigned school site including the preparation, serving, and sale of food items to meet student needs; oversee the set up of food service areas and preparation of food and beverages for sale; assure proper counting and set-up of plates, trays, and utensils; distribute meals to students and staff; oversee and participate in the stocking of condiments, food items, and paper goods.

Process and verify accuracy and completeness of applications for free and reduced lunches; request

additional information as needed; determine student eligibility for free and reduced lunches; perform annual verifications of applications; oversee the preparation and distribution of parent benefit approval letters.

Perform cashiering duties as assigned; count money and make correct change; distribute, collect, sort, count, scan and mark lunch tickets as required; balance and verify cash drawers; prepare bank deposits as directed; utilize a computer to perform transactions and input data as assigned.

Prepare accurate bank deposit statements; estimate quantities of fresh produce, dairy supplies, and other supplies required; take inventory of supplies and food items; order, receive, and store food and supplies.

Assign work to staff and student helpers; assist in on-the-job training and coordinate the work of Child Nutrition Worker I's and student helpers; provide input to the evaluations regarding work performance and attendance as assigned.

Assist the Lead worker in food preparation in varied menu items, kitchen sanitation, station set up, and accurate bookkeeping for the middle school meal program at a heat and serve facility; maintain food service areas, equipment, and utensils in a clean and sanitary condition.

Prepare and serve hot and cold food items at assigned serving kitchens; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; heat, arrange and distribute food items according to established procedures and portion control standards.

Oversee and participate in maintaining kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, food containers, and food service equipment; operate dishwashers and wash trays, pots, pans, plates, utensils, and other serving equipment as assigned.

Prepare food such as vegetables, fruits, salads, and dressings and beverages for sale at school sites; wrap, package, and sort food items according to established portion control standards; count and set up plates, trays, and utensils; stock condiments and bins with food items and paper goods.

Order, pick up, receive, store, rotate, and dispose of food and non-food items and supplies as directed; conduct daily inventories as directed.

Operate standard food service equipment such as ovens, warmers mixers, slicers, and serving cart and food service machines.

Assure temperature on the hot cart remains constant and accurate according to HACCP guidelines; take and record the temperature at the time the hot cart is delivered to the school site; make adjustments to the temperature gauge as necessary.

Maintain various records related to inventory and assigned duties; utilize a computer to order dairy products and serving supplies as assigned; update student rosters and prepare daily reports on the number of meals served and monies collected.

May provide work direction and guidance to student workers and other staff in the absence of the Lead as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Practices, procedures, and techniques involved in quantity food preparation and packaging.
Operation of specialized machines used in quantity preparation of food items.
Sanitation practices related to the handling of food.
Standard kitchen equipment, utensils, and measurements.
Portion control techniques.
Interpersonal skills using tact, patience, and courtesy.
Proper lifting techniques.
Oral and written communication skills.
Record-keeping techniques.
Basic mathematics.
Computer usage including assigned software.

ABILITY TO:

Prepare and package food items at the central kitchen for distribution to District school sites.
Utilize specialized machines in the quantity packaging of food items.
Maintain the central kitchen, equipment, and utensils in a clean and sanitary condition.
Operate standard kitchen equipment safely and efficiently.
Follow health and sanitation requirements.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Maintain various records related to work performed.
Read and interpret records to determine proper food quantity specifications.
Work cooperatively with others.
Meet schedules and timelines.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school graduation or equivalent and some experience in food preparation, kitchen maintenance, and handling cash transactions and at least one year at the level of the Child Nutrition Worker I.

LICENSES AND OTHER REQUIREMENTS:

Valid Certified Professional Food Manager Certificate (must obtain within 30 days of hire).

WORKING CONDITIONS:**ENVIRONMENT:**

Food service environment.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders, and horizontally.
Bending at the waist, kneeling, or crouching.
Seeing to monitor food quality and quantity.

HAZARDS:

Working around machinery having moving parts, knives, slicers, or other sharp objects.
Exposure to cleaning chemicals and fumes.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: August 1994; Revised 8/96; 11/00;

07/13 Reallocated from R07 (Ewing)

10/21 Revised / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022