

## **CAJON VALLEY UNION SCHOOL DISTRICT**

### **CLASS TITLE: CHILD NUTRITION WORKER II**

#### **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.

#### **DISTINGUISHING CHARACTERISTICS:**

The Child Nutrition Worker II is the more experienced classification in the series. Incumbents are typically assigned to 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 Child Nutrition Worker I classification is the entry level class in the series. Incumbent are assigned to assist in the preparation and packaging of food in assigned Central Kitchen departments, including salad preparation, cooking hot foods, bakery or distribution. Incumbents in this class are also assigned to school serving kitchens assigned to serve hot and cold food to students to staff and perform cashiering duties.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

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 book keeping 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 and package food items such as vegetables, fruits, salads and dressings for sale at school sites; wrap and sort food items according to established portion control standards.

Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods; order, pick up, receive, store, rotate and dispose of food items and supplies as directed; stock bins with food supplies; conduct daily inventories as directed.

Clean serving counters, tables, chairs, food containers and other food service equipment; count and set-up plates, trays and utensils; wash, sanitize, and store dishes and kitchen utensils; scrub counters, tables and chairs, mop floors; assist in the storage and rotation of supplies in storage areas.

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 temperature at the time the hot cart is delivered to the school site; make adjustment to 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.

**OTHER DUTIES:**

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

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Practices, procedures and techniques involved in quantity food preparation and packaging.  
Operation of specialized machines used in quantity packaging 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.

**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.  
Operate computer and assigned software.  
Follow health and sanitation requirements.  
Set up ingredients, cups, pans and trays in preparation for packaging.  
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 time lines.  
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 transaction 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