

CARMEL UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION : Nutrition Assistant I Range : 3

A. PRIMARY FUNCTION

Under the supervision of the Director of Nutrition Services, prepare and serve hot and cold menu items to students and staff at District Food Service and dining locations; ensure the effective and efficient operations of food site operations; maintain kitchen and nutrition service areas in safe, clean and orderly condition; perform cashiering duties and prepare daily cash and sales reports.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

1. Oversee and participate in the preparation and production of main dishes, hot and cold menu items, bakery products and other large quantity dishes per District menu specifications; observe quality and quantity of food served according to established procedures; ensures proper temperature of foods.
2. Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads and other food items as assigned; sets-up, counts, stocks and serve milk; check expiration dates and discard containers as needed; package food for distribution to various District sites.
3. Ensure compliance with safety and sanitation regulations; maintain temperature logs of food and other perishable items.
4. Utilize computer data bases to track meals and student accounts.
5. Count money and make correct change; count and record daily cash receipts; total daily sales; prepare manual and automated daily cash, sales and ordering reports.
6. Count amount of food to correspond with each day estimated sales; store food and makes daily reports of amount sold; submit orders to central kitchen for daily meals, milk, juices and other food items.
7. Assist with food item inventory review; receive, store and rotate food and supplies; maintain flow of products from ovens to serving areas to ensure timely service.
8. Sanitize and clean serving counters, tables, chairs, food containers and other nutrition service equipment and areas; assist with washing and drying dishes and utensils as needed.
9. Operate a variety of nutrition service equipment including convection ovens, microwave ovens, electric slicer, mixer, oven, steamer and grill; set up and take down serving tables; organize serving areas.
10. Assist with the loading and unloading of nutrition service containers such as carts and dollies.
11. Assist with food preparation and service at special events as assigned; travels to other school sites to assist nutrition service staff as needed; drive departmental vehicle for delivery and pick-ups when delivery staff is absent and as needed to ensure smooth operational efficiency during emergency situations.
12. Perform related duties as assigned.

C. QUALIFICATIONS

1. Education and Experience: Any combination equivalent to: graduation from high school. One year of experience in the operation of school cafeterias including preparing and serving food preferred.
2. Knowledge of:
 - a. Safe operations in food services and of food service equipment.
 - b. Basic computer skills to record, report and retrieve sales and production level information.
 - c. Applicable laws, codes, regulations, policies and procedures.
 - d. Methods of preparing and serving food in large quantities.
 - e. Sanitation practices related to preparing, handling and serving food.
 - f. Storage and rotation of perishable food.
 - g. Basic food preparation including washing, cutting and assembling food items and ingredients.
 - h. Basic math and cashiering skills.
 - i. Basic record-keeping techniques.
 - j. Rules and regulations pertaining to health and safety in the cafeteria.
 - k. Interpersonal skills using tact, patience and courtesy.

3. Skills and Abilities:

- a. Operate nutrition service equipment safely and efficiently.
- b. Observe and follow health and sanitation requirements.
- c. Prepare and serve food in accordance with health and sanitation regulations.
- d. Maintain nutrition service equipment and areas in a clean and sanitary condition.
- e. Wash, cut, slice, grate, mix and assemble food items and ingredients.
- f. Ensure that food items are prepared, served and stored properly.
- g. Perform cashiering duties and make change accurately.
- h. Establish and maintain cooperative and effective working relationships with others.
- i. Train and provide work direction to others.
- j. Use interpersonal skills using tact, patience and courtesy.
- k. Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.
- l. Meet schedules and timelines.
- m. Understand and follow written or oral directions.
- n. Maintain records.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment, and to monitor students and food quality and quantity.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate in English, so others will be able to clearly understand a normal conversation in person and/or on the telephone.
4. Ability to operate computer, point of sale system, fax, scanner, printer, calculator, telephone, and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
6. Physical mobility sufficient to move about the work environment (office, district, between school sites) for sustained periods of time on hard flooring, stairs, ramps, and to respond to emergency situations.
7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and to reach in all directions including overhead.
8. Standing for extended periods of time.
9. Lifting, carrying, pushing or pulling moderately heavy food trays, carts, materials and supplies.
10. Dexterity of hands and fingers to operate nutrition service equipment.
11. Reaching overhead, above shoulders and horizontally.

E. WORKING CONDITIONS

Kitchen/Cafeteria working environment subject to standing in a kitchen or serving area for long periods of time, bending, crouching or kneeling, lifting up to 25#, pushing/ pulling of carts, reaching in all directions and able to walk up& down stairs or ramps, use a step ladder, tolerate cold temperatures such as in a walk- in refrigerator or freezer, and tolerate heat while cooking in a kitchen with ventilation.

F. Certificates/Licenses: Possession of a valid California driver's license and Manager's level food safety certification.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: