

JOB TITLE: Child Nutrition Services Assistant

Job Purpose Statement/s: The job of “Child Nutrition Service Assistant” is done for the purpose/s of assisting in the preparation, cooking, baking, distribution and service of food to customers in a professional and courteous manner; to verify quantities of stock items and food served; maintaining facilities in a safe and sanitary condition.

Essential Job Functions:

- * **Cleans** equipment and supplies for the purpose of maintaining sanitary conditions.
- * **Prepares** food for the purpose of providing nutrition.
- * **Operates** food service equipment for the purpose of preparing meals.
- * **Arranges** food for serving for the purpose of providing food.
- * **Counts** food and supplies for the purpose of meeting projected meal requirements and minimizing waste.
- * **Inspects** food and supplies for the purpose of determining correct specifications, quantity and quality.
- * **Stocks** food and supplies for the purpose of maintaining adequate quantities and security of items.
- * **Prepares** food and supplies for transport to other sites for the purpose of meeting mandated nutritional requirements and projected meal requirements at other school sites.
- * **Maintains** facilities for the purpose of ensuring safe and sanitary conditions.
- * **Prepares** documentation for the purpose of providing written support and/or conveying information.
- * **Interacts** with students and other customers for the purpose of serving in a professional and courteous manner.

Other Job Functions:

- * **Participates** in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.

Job Requirements - Qualifications:

- * **Experience Required:** Training and experience, none. Prior job related experience in food preparation preferred.

- * **Skills, Knowledge and/or Abilities Required:**

Skill to prepare, cook and bake in large quantities; communicate effectively, establish and maintain effective working relationships with employees, students, parents and school administrators.

Knowledge of the operation and care of food service equipment.

Ability to understand and carry out oral and written instructions; perform basic mathematical calculations, work independently, make common sense decisions in routine and critical situations; work rapidly with frequent interruptions in a noisy and hectic environment with specified time limits; Physical abilities include reaching/handling, lifting/pulling/pushing, and standing for long periods of time, talking/hearing conversations, and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- * **Licenses, Certification, Bonding, and/or Testing Required:** Valid Driver’s License, DMV (H-6) Printout, Criminal Justice Fingerprint Clearance, Health Physical Examination, Tuberculosis Testing/Clearance, San Diego County Food Handlers Card

JOB TITLE: Child Nutrition Services Assistant/Cashier

Job Purpose Statement/s: The job of “Child Nutrition Services Assistant/Cashier” is done for the purpose/s of assisting in the preparation, cooking, baking, distribution and service of food to customers in a professional and courteous manner; verifying quantities of stock items and food served; collecting funds for food served; maintaining facilities in a safe and sanitary condition.

Essential Job Functions:

- * **Prepares** food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- * **Interacts** with large numbers of students and other customers in a professional and courteous manner for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- * **Operates** food service equipment for the purpose of providing food service items.
- * **Counts** required food and supplies for the purpose of meeting projected meal requirements and minimizing waste.
- * **Cleans** and stores equipment and supplies for the purpose of maintaining sanitary and secure conditions.
- * **Inspects** food and supplies for the purpose of ensuring correct specification, quantity, and quality.
- * **Stocks** food and supplies for the purpose of maintaining adequate quantities and security of items.
- * **Performs** cashier duties for the purpose of recording food service transactions.
- * **Transports** food and supplies to other sites for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- * **Arranges** and sets up food and supplies for serving food service items for the purpose of maintaining adequate supply of food service items for sale to students, staff, and the public.
- * **Prepares** documentation for the purpose of providing written support and/or conveying information.
- * **Maintains** facilities for the purpose of providing safe and sanitary conditions.

Other Job Functions:

- * **Participates** in various activities (e.g. meetings, training, etc.) for the purpose of receiving and/or conveying information.

Essential Job Requirements - Qualifications:

- * **Experience Required:** Training and experience, none. Prior job related experience in food preparation and cashiering preferred.

* **Skills, Knowledge and/or Abilities Required:**

Skill to prepare, cook and bake in large quantities; communicate effectively, establish and maintain effective working relationships with employees, students, parents and school administrators.

Knowledge of the operation and care of food service equipment.

Ability to understand and carry out oral and written instructions; perform basic mathematical calculations, work independently, make common sense decisions in routine and critical situations; attain knowledge of health and safety codes and sanitary principles; work rapidly with frequent interruptions in a noisy and hectic environment with specified time limits; make accurate change. Physical abilities include reaching/handling, lifting/pulling/pushing, and standing for long periods of time, talking/hearing conversations, and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- * **Licenses, Certifications, Bonding, and/or Testing Required:** Class C California Driver's License, Criminal Justice Fingerprint Clearance, Health Physical Examinations/Clearance, Tuberculosis Testing/Clearance, San Diego County Food Handlers Card, DMV Printout (H-6).