

**VISTA UNIFIED SCHOOL DISTRICT**  
**CHILD NUTRITION SERVICES ASSISTANT II**

**Purpose Statement**

The purpose of a Child Nutrition Services Assistant II is to provide support to the child nutrition services program at an assigned site with specific responsibilities for preparing and serving food items; maintain work areas and equipment according to established sanitation and safety regulations.

This job reports to the Director of Child Nutrition Services.

**Essential Functions**

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Assists lead with rotating food preparation assignments and functions for the purpose of ensuring adequate staff coverage.
- Assists with maintaining inventory of food items, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Cleans equipment and work spaces (e.g., washes pots, pans, dishes, and kitchen utensils, cleans food preparation, storage, and serving areas, etc.) for the purpose of maintaining equipment and work areas in a sanitary condition.
- Inspects deliveries for the purpose of verifying quantity, quality, and specifications of orders and complying with mandated health and safety requirements.
- Loads and unloads hot and cold carts according to established guidelines for the purpose of providing efficient food services.
- Operates a computer and other point-of-sale equipment for the purpose of verifying student information and handling cash transactions.
- Operates a variety of kitchen equipment (e.g., ovens, hot and cold carts, steam tables, dishwashers, overwrap machines, grinders, slicers, graters, coolers, can openers, commercial mixers, etc.) for the purpose of providing efficient food services.
- Prepares and assembles food and beverage items (e.g., follows recipes, counts, measures, wraps, pans, and stores food and beverage items, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Prepares documentation (e.g., inventory and supply lists, equipment logs, daily production sheets, etc.) for the purpose of providing written support and/or conveying information.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Responds to inquiries for the purpose of providing information regarding available food items and/or food service policies.
- Serves food and beverage items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

**Other Functions**

- May operate District vehicles for the purpose of transporting food to school sites.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations, and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools, equipment, and materials used in a commercial kitchen.

KNOWLEDGE is required to perform basic math; read and follow instructions; understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- methods of quantity food preparation and handling;
- operating standard office equipment including utilizing pertinent software applications;
- safety practices and procedures;
- use of modern kitchen and cafeteria service equipment.

ABILITY is required to collate data and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- communicating with diverse groups and individuals;
- establishing and maintaining effective working relationships with others;
- working as part of a team;
- working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 5% walking, and 90% standing. The job is performed under some temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and two years of experience in quantity food preparation.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Food Handler Certification accredited by the American National Standards Institute (ANSI)

Obtain Food Manager Certification accredited by the American National Standards Institute (ANSI) within thirty (30) days of employment and maintain certification throughout the life of employment.

Some positions in this classification may be required to have a valid California Class C Driver License

**Continuing Educ. / Training**

Complete a minimum of six (6) hours of Professional Development annually, related to school nutrition as determined by the United States Department of Agriculture (USDA).

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 10/15/2019

**Salary Grade**

Classified, Range 36