



## **Child Nutrition Assistant II**

### **DEFINITION:**

Under general supervision, to lead in the quantity preparation and serving of school meals; to supervise/lead in maintaining production food service facilities in a sanitary, safe and orderly condition; to exercise full responsibility for a Jr. High onsite cooking food service facility within a base kitchen and to perform other job-related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

Positions in this class are distinguished from the Child Nutrition Services Assistant I and II by the level of responsibility for a Jr. High onsite cooking food service facility within a base kitchen with direction from the base production kitchen Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Depending on the assignment, duties may include but are not limited to the following.

Orders food items and supplies to maintain the required inventory.

Receives and checks food and supplies as they are delivered.

Assists with the preparation of a variety of hot and cold foods.

Ensures that all equipment and supplies are available for daily activities.

Under the direction of the Child Nutrition Services (CNS) Supervisor, determines from a list of available products, the types and quantities of food and beverages to be prepared and served each day,

Estimates needed food, beverage, and supplies quantities, and places orders with CNS Office staff and the assigned base production kitchen.

Supervises and maintains established standards of efficiency and sanitation in food preparation.

Prepares and serves a variety of foods to students and faculty members.

Supervises and maintains proper storage of food and supplies at the site keeping complete and accurate logs.

Prepares and submits monthly inventory reports to CNS office staff.

Collects and accounts for monies received in the sale of foods.

Reviews, corrects and submits daily POS reports to CNS office staff.

Sets up and acts as lead person/bookkeeper in a production kitchen.

Sets up, operates and takes responsibility for a Jr. High onsite cooking food service within a base kitchen.

Acts as liaison between the Child Nutrition Services Department and the principal or school staff.

Supervises and assists in the cleaning and sanitation of utensils, equipment, and the workspace with assistance from maintenance and custodial staff.

Packages food for delivery to and properly stores foods returned from satellite kitchens.

Coordinates daily duties and work schedules of CNS staff at production site.

Assists with training of new personnel in methods and procedures for tasks assigned.

Oversees the work of CNA I's CNA II's and student assistants, as required.

Establish and maintains cooperative working relationship with the CNS staff, school staff, and students

Provides input into the evaluation process if requested by the supervisor.

Reports disciplinary matters to The appropriate supervisor.

### **QUALIFICATIONS:**

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

The proper methods of quantity preparation, cooking and serving foods and of the protocol for managing an onsite food service facility.

Methods for cleaning and preparing vegetables, fruits and other foods for cooking;

Proper methods of cleaning and maintaining food service areas, utensils and equipment;

Commercial food service sanitary and safety practices and procedures;

Proper methods for food storage, inventory management, record keeping, and ordering practices and procedures;

USDA and California Health Code provisions and guidelines concerning handling of food and food service supplies and equipment.

Basic computer skills

Ability to:

Provide leadership and supervision to Child Nutrition staff at a food production site;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct the same.

Prepare vegetables and other foods as assigned;

Provide leadership to other Child Nutrition Services assistants;

Perform clerical and recordkeeping duties relating to the operation of an alternative/franchise foodservice facility or satellite kitchen;

Perform arithmetic calculations including making change with speed and accuracy;

Lift and carry moderately heavy supplies up to 50 lbs.;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Read and write English at a level sufficient to successfully perform the duties associated with the position;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to completion of high school. Additional qualifying experience may be substituted for the required education on a year for year basis up to a maximum of four years.

Experience:

Six months of food service experience in a commercial/industrial setting.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

In accordance with California Health Code regulations, position incumbents must meet medical requirements relevant to the position.

N: 12/68    R: 11/80    R: 11/85    R: 11/91    R: 10/98    R:10/12