

CHILD NUTRITION SERVICES ASSISTANT I

DEFINITION:

Under supervision, to assist in the quantity preparation and serving of school meals; to assist in maintaining food service facilities in a sanitary, safe and orderly condition; and to perform other job-related duties as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished from the Child Nutrition Services Assistant II in that the latter has full responsibility for an alternative food service facility within a base kitchen or works as leadperson/bookkeeper in a satellite kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Cleans and prepares fruits, vegetables and other foods for cooking; plans and prepares salad plates and fruit cups.

Assists in preparing, packaging and serving a variety of meals including tray lunch, box lunch, salad bar and hot and cold packs for pre-packed meals.

Performs routine tasks involved in cooking the main dish and in baking a variety of breads and pastries.

Collects and accounts for monies and tickets received in the sale of school meals and other foodstuffs.

May be assigned to serve food in satellite schools.

Assists in cleaning and storing dishes, utensils, food service equipment, and food supplies.

Cleans work areas and disposes of refuse.

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

Maintains inventory of food on hand and informs manager of needed supplies.

Counts food received and ensures proper storage of perishable items.

Sets up and sells food at an alternative food service facility within a base kitchen.

May direct the work of student helpers.

Lifts and carries moderately heavy supplies to and from kitchen and storeroom, with assistance as necessary.

QUALIFICATIONS:

Knowledge of:

Basic food serving utensils and equipment;

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

Methods of cleaning and maintaining food service areas, utensils, and equipment.

Ability to:

Learn and implement safe work practices including OSHA regulations, as they relate to the position;

Learn and implement commercial food service sanitation and safety practices and procedures;

Prepare vegetables and other foods as assigned;

Read and understand menus;

Perform arithmetical calculations necessary to keep accurate records and make adjustments to recipes and portion sizes;

Compute prices and give change quickly and accurately;

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

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

Understand and carry out oral and written directions;

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

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: No formal work experience needed.

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.

Salary Range: 49

N: 12/68, R: 05/81, R: 11/85, R: 11/91, R: 10/98