



**CLASSIFIED**  
**Job Class Description**  
 4270.22

**Alpine Union School District**  
 Equal Employment Opportunity

**LEAD CHILD NUTRITION ASSISTANT**

**DIVISION:** Child Nutrition Services

**SALARY SCHEDULE:** Classified  
**LEVEL:** Range 13

**REPORTS TO:** Director, Child Nutrition

**DATES CURRENT JOB DESCRIPTION APPROVED:**  
 Board of Trustees effective: ..... 10/17/2018

**PURPOSE:**

Under direction of the Director, Child Nutrition, coordinates food service operations across school kitchens; directs and participates fully in cooking, baking, preparation and serving of foods and to performs related duties as required. Coordinates ordering with and reviews records of satellite serving kitchens. Maintains equipment and work areas in a clean and sanitary condition. Incumbents in this classification provide students and staff with the preparation of meals, and maintain clean, sanitary facilities which directly support student learning.

**Distinguishing Characteristics**

The Lead Child Nutrition Assistant classification oversees a satellite-serving kitchen; coordinates with and assists with kitchen operations across the District; works closely with Child Nutrition Assistants; performs routine assigned food services and food handling duties in a preparation kitchen and/or satellite service cafeteria; maintains accurate records. This is a lead-level classification in the Child Nutrition job family. A Lead Child Nutrition Assistant works in coordination with and leads the work of a Child Nutrition Assistant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Assists the Director and Child Nutrition Assistants with menu planning; orders and receives food items; and reviews kitchen production/consumption documentation for operational efficacy.
- Provides a variety of information to Child Nutrition Assistants after consultation with the Director.

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 Previous job class approval/revision dates: 08/30/1989

- Communicates and assists Child Nutrition Assistants with operational problems and staffing coverage for absences.
- Responds to parents' inquiries about the Child Nutrition Services department operations.
- Assists in ensuring compliance with State and Federal food service regulations.
- Assists in the orientation and in-service training of Child Nutrition Services staff.
- Prepares salads, fruits, sandwiches, vegetables and main dishes by assembling ingredients, slicing fresh foods, counting food items, heating foods and similar activities.
- Serves foods prepared for hot and cold food items for breakfast and lunch.
- Cleans serving counters, kitchen equipment, milk cases, refrigerators, freezers and ovens.
- Washes pots, pans, kitchen utensils and trays.
- Stores and stocks food, condiments and supplies; checks for expiration dates.
- Maintains inventory count of milk or packaged food; orders and fills requisitions for such supplies.
- Verifies deliveries of food items in adequate amounts. Arranges for adjustments in delivery if necessary.
- Oversees and trains student workers who assist in serving food.
- Inventories items remaining from lunch.
- Takes lunch counts and counts money.
- Collects payments for food items through point-of-sale (POS) software and transmits funds to central fund facility.
- Communicates with parents when student account is past due.
- Responds to inquiries of students, staff and the public.
- Maintains a daily cash receipt through record-keeping process; reconciles sales daily.
- Completes Lunch Sales and Food Usage forms.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

#### **QUALIFICATIONS /REQUIREMENTS:**

(At time of application.)

#### **KNOWLEDGE OF:**

- Sanitation practices related to the cooking and serving of food.
- Standard safety practices and procedures in kitchen areas.
- Basic recordkeeping procedures.
- Nutritional requirements of the National School Lunch Program.
- Use and care of institutional equipment.
- Food preparation methods such as washing, cutting, assembly and wrapping foods or ingredients.
- Basic food serving procedures, utensils and equipment.

#### **ABILITY TO:**

- Lift and transport containers of food.
- Train student workers.
- Maintain accurate records and make reports and orders including lunch receipts.
- Understand and carry out oral and written instructions.

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- Establish and maintain cooperative relationships with students, staff and the community.
- Work efficiently during rush conditions.
- Make arithmetical calculations.
- Operate point-of-sale (POS) payment terminal.
- Work with children.
- Follow applicable health and sanitation requirements.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow Department and District policies and procedures.

## **EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:**

### **Training and Experience:**

High School diploma or equivalent.

Two years of experience in the preparation and serving of food, preferably in a school setting or a combination of training experience that could likely provide the desired and/or knowledge and abilities.

### **Licenses:**

Possession of a valid Food Handler Card issued by a County-authorized food handler training school or a County of San Diego food handler test administered by the current food safety manager who has passed a state-approved food safety certification exam. Food handler cards are valid for three years.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(Must be performed with or without reasonable accommodation.)

Good physical condition as determined by pre-employment inquiries and medical examination.

Significant standing, walking, lifting, pushing, and/or pulling.

Some climbing and balancing.

Stooping, kneeling, crouching, and/or crawling.

Significant finger dexterity.

Some temperature extremes and some hazardous conditions.