



**CLASSIFIED**  
**Job Class Description**  
4270.13

**Alpine Union School District**  
**Equal Employment Opportunity**

**CHILD NUTRITION ASSISTANT**

<b>DIVISION:</b> Child Nutrition Services	<b>SALARY SCHEDULE:</b> Classified <b>LEVEL:</b> Range 8
<b>REPORTS TO:</b> Director, Child Nutrition	<b><u>DATES CURRENT JOB DESCRIPTION APPROVED:</u></b> Board of Trustees effective: ..... 10/17/2018

**PURPOSE:**

Under general supervision of the Director, Child Nutrition, performs routing assistance tasks in the preparation, packaging and serving of food in a cafeteria; to maintain food service areas, facilities and equipment in a clean and sanitary condition; and to do related work as required. Incumbents in this classification provide students and staff with the preparation of meals, and maintain clean, sanitary facilities which directly supports student learning.

**Distinguishing Characteristics**

The Child Nutrition Assistant classification performs routine assigned food services and food handling duties which may be performed in a preparation kitchen and/or satellite service cafeteria. This is an entry level classification in the Child Nutrition job family. A Child Nutrition Assistant works in coordination with and follows the lead of a Lead 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.)

- Provides routine assistance in preparing salads, fruits, sandwiches, vegetables and main dishes by assembling ingredients, slicing fresh foods, counting food items, heating foods and similar activities.
- Serves and assists in serving hot and cold food items prepared for breakfast and lunch
- Cleans serving counters, kitchen equipment, milk cases, refrigerators, freezers and ovens.
- Washes pots, pans, kitchen utensils and trays.

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Previous job class approval/revision dates: 03/24/1983 / 08/30/1989

- 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.
- Operates a variety of standard kitchen utensils and appliances such as stoves, dishwasher, mixers, can openers and slicers.
- Maintains storeroom area in clean and safe condition.
- May coordinate activities of student helpers.
- Collects payments for food items through point-of-sale (POS) software, reconciles a-la-carte items with collected payments; 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.
- 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:**

- Food preparation methods such as washing, cutting, assembly and wrapping foods or ingredients.
- Basic food serving procedures, utensils and equipment.
- Standard kitchen appliances.
- Sanitation and safety measures in food service areas.
- Health standards and hazards.
- Safety practices and procedures.

### **ABILITY TO:**

- Lift and transport quantities of food, ingredients or equipment.
- Work efficiently during rush conditions.
- Make arithmetical calculations.
- Follow applicable health and sanitation requirements.
- Understand and carry out oral and written instructions.
- Operate point-of-sale (POS) payment terminal.
- Work as part of a team.
- Work with children.
- Establish and maintain cooperative relationships with students, staff and the community.
- 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:**

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High School diploma or equivalent.  
Job related experience is desirable.

**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.