

LEMOORE UNION SCHOOL DISTRICT  
Human Resources Division

**Child Nutrition Food Production Assistant**  
Job Description

**JOB SUMMARY:**

Under general supervision, monitors menu productions at all sites; fills in for Cook II's when absent; assists in all other areas of Child Nutrition operation as necessary.

**DISTINGUISHING CHARACTERISTICS:**

Knowledge in preparation of Menu Productions is a must.

**REQUIRED QUALIFICATIONS:**

Ability to:

- Monitor the work of others;
- Assist with food preparation and in serving foods;
- Understand and carry out oral and written directions and instructions;
- Maintain cooperative relationships with those contacted in the course of work;
- Work with computers and computer software;
- Work effectively under rush conditions;
- Add, subtract, multiply and divide quickly and accurately;
- Follow state codes and guidelines applicable to child nutrition;
- Read, write, speak, and understand English well;

Knowledge of:

- Menu planning and production records;
- Components of the National School Breakfast and Lunch Program;
- Principles of training and providing work directions;
- Methods of preparing, cooking, baking, and serving food;
- Child Nutrition guidelines as recommended by the California Department of Education;
- Procedures involved in managing a cafeteria;
- Principles of quantity food preparation and storage;
- Care and use of kitchen equipment and utensils;
- Sanitation and safety procedures related to cafeteria, particularly food preparation, serving and storage;
- Basic math and writing skills;
- Proper lifting techniques;

Education:

- Equivalent to the completion of the twelfth grade;
- Obtain and maintain a Food Handler Certification as required by the State of California. (Employees are allowed six (6) months to obtain this certification.);
- Successfully complete and pass child nutrition courses as specified by the Child Nutrition Supervisor;

Experience:

- Three years of experience with Menu Productions.
- Three years of experience in large quantity food preparation.

**ESSENTIAL FUNCTIONS:**

Duties to include but are not limited to the following;

- Fill in as needed for Cook II's and/or Clerks
- Train Cook II's on menu productions
- Review and assist with Menu Productions at all sites;
- Assist with computing food quantities required by menus;
- Assist with preparing food to meet needs of both students and required guidelines;
- Assist in requisitioning proper amount of food;
- Serves food to students and staff according to established procedures.
- Checks meal trays to meet State requirements;
- Takes daily food temperatures, takes beginning and ending food counts and documents on appropriate paperwork.
- Reports needed equipment repairs to appropriate supervisor;
- May be required to transport food within the District;
- Perform other related duties as required.

### **LICENSES**

Possession of an appropriate California Driver's license issued by the California Department of Motor Vehicles. Must maintain insurability under the District's insurance policy.

### **WORKING CONDITIONS:**

#### *Environment:*

Kitchen environment; subject to heat from ovens and stoves, cold from walk-in refrigerators and freezers. and noise from kitchen equipment.

#### *Physical Abilities:*

Standing and walking for extended periods of time, lifting at least 40 pounds, dexterity of hands and fingers to operate kitchen equipment, carrying, pushing or pulling food trays and carts, seeing to assure proper quantities of food, bending at the waist, and reaching overhead, above the shoulders and horizontally.

#### *Hazards:*

Exposure to very hot foods, equipment, and metal objects used in cooking and baking; exposure to sharp knives and slivers.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

*Salary: Range 9*

*Employment: 9.5-month employee*

***Board Approved: January 14, 2014***