

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### NUTRITION SERVICES ASSISTANT IV

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#### **DEFINITION:**

Under the direction of the Assistant Director-Nutrition Services, perform the quantity food preparation work to ensure the proper use of specialized large quantity food production equipment; assist staff in coordinating work to meet production schedules and serving demands; maintain food service facilities, equipment and utensils in a clean and sanitary condition; perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The Nutrition Services Assistant IV is the advanced classification in the series and performs more complex work at a continuation high school or junior high school site. Incumbents oversee the operation of a more diversified and complex food service program. The Nutrition Services Assistant II classification is the journey-level position in the series and is responsible for performing quantity food preparation work to ensure the proper use of specialized large quantity food production equipment. The Nutrition Services Assistant I classification is the entry-level class in this series. Incumbents assist in routine food service activities at an assigned school or District site. The Nutrition Services Assistant III classification oversees the day-to-day operations and food service activities at an assigned elementary school site and is responsible for ordering and inventory food and supplies.

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

- Oversee and perform daily food service activities including the preparation and serving of hot and cold foods; assure proper temperature of foods; count and record meals served daily.
- Oversee the preparation and service of a large variety of snack bar foods and beverages.
- Plan and evaluate merchandising of a large variety of snack bar foods and beverages.
- Issue Personal Identification Numbers (PIN) and maintain student meal accounts as required.
- Order, receive, inspect and inventory food and supplies according to established guidelines.
- Prepare fruits, vegetables, juices, milk, cereals and desserts; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards.
- Train and provide work direction and guidance to assigned personnel; implement procedures necessary to meet the USDA guidelines.
- Portion, pan and serve meals on serving lines; set out prepared foods.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition; sweep and mop floors to assure a safe and sanitary work environment; wash dishes; operate dishwashers and wash trays, pots, pans, plates, utensils and other serving equipment.
- Clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages for sale; count, set-up and refill plates, trays and utensils.
- Maintain storage, food preparation and serving areas in a sanitary condition in compliance with current health code standards.
- Prepare and packaged foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.
- Perform routine cashiering duties as assigned; count money and make correct change; make deposits.
- Operate standard food service equipment such as ovens, thermometers, can openers, slicers and warmers.
- Stock condiments, food items and paper goods; assist in the receiving, storage and rotation of supplies in storage areas.
- Maintain records, applications, logs, production sheets and reports related to assigned activities.
- Collect, review, scan and track student meal applications and after school program paperwork; contact parents regarding incorrect or incomplete applications.

- Maintain the site budget, plan, organize production of, and provide meal accountability, in compliance with Federal and State laws and regulations, local, and State ordinances and District policies.
- Type and input data into an assigned computer program; operate a variety of office equipment including a copier, fax machine and scanner.
- Open and close the kitchen according to established procedures; unlock assigned gates, doors, refrigerators and turn off alarms as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and four years experience in quantity food preparation, serving and general kitchen activities.

##### Licenses and other Requirements

- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.
- Valid and appropriate food service certificate must be obtained within the first sixty (60) days of employment and maintained thereafter.

#### **DESIRED QUALIFICATIONS:**

- Completion of college level courses pertaining to quantity food preparation, food service management, nutrition, sanitation and safety.

##### Knowledge of:

- Quantity food preparation including washing, cutting and assembling food items and ingredients.
- Sanitation and safety practices related to preparing, handling and serving food.
- Applicable USDA Hazard Analysis Critical Control Point (HACCP) and Food Safety laws, rules and regulations.
- Standard kitchen equipment and utensils.
- Training principles and techniques.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Basic record-keeping techniques and inventory techniques.

##### Ability to:

- Prepare and serve hot and cold menu items to students and staff at an assigned school site.
- Assist with cooking and baking various food items.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Follow health and sanitation requirements.
- Train and provide work direction and guidance to assigned personnel.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Type and input data at an acceptable rate of speed.
- Work independently with little direction.
- Operate a cash register and make change accurately.
- Maintain routine records.
- Meet schedules and time lines.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Food service environment.
- Subject to heat from ovens.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Sufficient physical ability and stamina to perform moderate physical labor.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

#### **Hazards:**

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 7/20/10**

**Unit Approved: 3/24/10**

**Board Approved: 11/12/02, 8/23/10**

**FLSA Status: Non Exempt**