

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Child Nutrition Assistant

CLASSIFICATION: Classified

REPORTS TO: Coordinator

BASIC FUNCTION:

The Child Nutrition Assistant (CNA) is responsible for assisting in the preparation and packing of food items in a central production center or satellite service kitchen to serve food and perform cashiering duties in a school cafeteria, snack bar or satellite food service unit.

The Child Nutrition Assistant works closely with support staff and specific staff to maintain food service equipment and facilities in a safe, clean and sanitary condition in accordance with County health guidelines.

DUTIES:

- " Prepares food, washes fruits and vegetables. Slices, assembles, mixes, weighs or measures a variety of ingredients used in food preparation activities. Wraps and/or packages food items into specified food portions.
- " Cooks and warms food for serving on site according to appropriate standards. Sets up serving counters/lines with appropriate food items and supplies. Maintains food on hand before/after meals/service, replenishes food items as needed during service.
- " Packages and properly stores leftover food and supplies.
- " Assists with inventory by verifying stock levels, stocks food items and supplies as needed, reports needs to Child Nutrition Lead I.
- " Inspects food items, supplies and equipment including monitoring temperatures and storage; Maintains temperature logs for food and refrigeration.
- " Dismantles, cleans and reassembles food service equipment/machines. Washes trays, utensils, pans and serving equipment. Cleans serving counters, storage and work areas; sweeps floor.
- " Performs cashiering duties using computerized Point of Service System; receives money, prepares monies for District cashier and school's change fund.
- " Communicates with students regarding food concerns.
- " Maintains records related to work performed, food served.
- " Assigns and supervises student helpers during the serving period.
- " Assists in training and works with new workers and/or substitutes.
- " Performs related duties as required/assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- " Health Standards related to handling and service of food.
- " Proper use and care of kitchen cafeteria, and food serving utensils and equipment.
- " Basic methods of quantity food preparation
- " Basic inventory practices and procedures.
- " Proper food storage methods and procedures related to school food service operations.
- " Basic cleaning and sanitation methods and procedures related to school food service operations.

Ability to:

- ” Operate Point of Service system.
- ” Perform a variety of food preparation tasks, including cleaning, portioning and serving food efficiently and attractively.
- ” Effectively apply proper sanitation and safety requirements associated with food preparation, equipment, serving area and transportation.
- ” Speak, read, write and follow instructions in English at a level sufficient to successfully perform required duties.
- ” Learn to operate assigned food service appliances and equipment in a safe and effective manner
- ” Maintain accurate records related to work performed.
- ” Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication and division; make change.
- ” Meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting and carrying heavy cases (up to 40 lbs), or standing for prolonged periods of time.
- ” Work under time constraints to meet schedules and timelines.
- ” Work independently with little direction.
- ” Is able to work as part of a team.
- ” Establish and maintain effective work relationships with those contacted in the performance of required duties.
- ” Maintain the confidentiality and security of sensitive information.

QUALIFICATIONS:

- ” Valid California Driver's License
- ” High School Graduate or equivalent
- ” Food preparation or equivalent
- ” Food Handlers Card required
- ” Minimum annual training as required by national and state programs

TERMS OF EMPLOYMENT:

- ” 182 day position
- ” Salary schedule placement: Level 12 on the current Service Employees International Union (SEIU) Salary Schedule
- ” Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between SEIU and Livermore Valley Joint Unified School District

