



LAKESIDE UNION SCHOOL DISTRICT

"Igniting Passion in Today's Students for Tomorrow's Opportunities"

Announcement of Classified Position

7/8/2021

Child Nutrition Assistant II

PLEASE POST

Site: Central Kitchen
Start Date: As soon as hiring process is complete
Salary: \$2,436.00 to 3,106.00 Monthly, Based on Full-Time
Schedule: 28.75 hours per week 6:00 a.m. – 12:15 p.m. M-F
10-month position

APPLICATION DEADLINE: Application must be submitted on edjoin.org no later than July 14, 2021. **NOTE:** This position is open to current district employees only at this time.

Typical Duties and Requirements:

- Cook main dishes, meats, pasta, vegetables and other items, and prepare baked goods.
- Follow recipes and menus; adjust, make substitutions and extend recipes.
- Mix ingredients and assemble food items such as main entrees, salads, sandwiches and cakes.
- Prepare meats and vegetables and a variety of foods for cooking and serving, using electric meat grinders, vegetable peelers and slicers, and hand tools.
- Operate a variety of kitchen and cafeteria equipment such as slicers, mixers, stoves, and ovens.
- Wash, cut, measure and scoop food items; mix, slice, grate and chop food items; open cans and other food containers; replenish containers as necessary.
- Ready food for distribution and serving; measure proper portion sizes, count proper quantity of food items, and pack food properly for safety and delivery.
- Inspect food for portion and quality control.
- Assist in food preparation for special events at assigned or remote locations.
- Organize catering trays and serving areas.
- Assure that special orders and daily menu items are prepared in a timely manner.
- Serve food and/or oversee the serving of food; ensure proper apportionment.
- Count leftover items and prepare related records as assigned.
- Package, wrap and reheat food items according to established procedures and portion control standards.
- Prepare sack lunches.
- Order, receive, stock and rotate food to assure freshness and temperature control, dating food items and checking expiration dates.
- Pull bulk food and supplies from freezers, refrigerators and storage.
- Check menu and collect necessary food items.
- Stock shelves with needed items.
- Deliver food to a variety of sites as assigned.
- Clean cooking utensils, pots and pans according to standards of safety and sanitation.
- Maintain work area in a clean and orderly condition.
- Assist with inventory and food service deliveries.
- Assist in maintaining routine records and reports as related to kitchen operations, outputs, and inventory.
- Assist in maintaining kitchen and equipment, ovens, steam kettles and slicers.
- Lift and carry supplies and equipment weighing up to 50 pounds.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Modern tools, machines, and equipment used in the preparation of cooking, baking, dispensing, and serving of foods in large quantities.
- Basic institutional baking and cooking practices and methods.
- Proper preparation of large quantities of food.
- Food preparation methods including washing, cutting and assembling food items.
- Standard principles of nutrition as it relates to institutional food preparation, handling, and serving.
- Proper methods of food rotation and storage.
- Inventory methods.
- Record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Weight and measure conversions related to cooking large quantities of food.
- Kitchen safety and sanitation rules and regulations.

Ability to

- Prepare food in large quantities and within established time constraints.
- Prepare attractive, appetizing and nutritious meals for students and staff.
- Read, interpret, and adjust recipes effectively.
- Maintain adequate sanitary and safety conditions in the area of responsibility.
- Maintain nutrition service equipment and areas in a clean and sanitary condition.
- Establish and maintain routine records and files.
- Use and apply chemical cleaning agents safely.
- Perform mathematical calculations to weigh, measure and convert measurements and quantities used in food service.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Understand and carry out both oral and written instructions.
- Safely and effectively operate kitchen utensils and equipment.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Respond to changing rules and regulations.
- Work collaboratively in a team environment.
- Establish and maintain successful working relationships.
- Use interpersonal techniques with tact, patience and courtesy.
- Work independently with little direction and provide work direction to others.
- Prioritize workload and conflicting demands.
- Work effectively in a demanding environment.
- Maintain consistent, punctual and regular attendance.

EMPLOYMENT STANDARDS

Education

- High School Diploma or Equivalent.

Experience

- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed is required

Licenses/Certificates

- Food Handler Safety Certificate is required
- Class C Drivers License is required
- Must have or be working toward ServSafe Certificate

Employment Contingency :

Offer of employment is contingent upon satisfactory completion of a pre-placement medical examination, which includes drug screening, TB test. Fingerprints must be cleared through the California Department of Justice before employment can begin.

Application Procedure:

APPLY TO:
www.Edjoin.org
Password: 1234

An Affirmative Action/Equal Opportunity Employer

GENERAL INFORMATION CONCERNING CLASSIFIED EMPLOYMENT

CLASSIFIED EMPLOYEES: All persons hired in a non-teaching position or one not requiring a California credential is considered a part of the classified service.

APPLICATION FOR EMPLOYMENT: Persons interested in employment must complete an application furnished by the District and return it to the Personnel Office by the closing date and time indicated on the job announcement.

CITIZENSHIP: Applicants must either be U.S. Citizens or legal resident aliens with U.S. Immigration Service approval to work.

OATH OF ALLEGIANCE: New employees must sign and agree to abide by the provisions of the State of California Loyalty Oath.

CERTIFICATE OF TUBERCULOSIS EXAMINATIONS: All new employees are required to submit proof of having a negative tuberculosis skin test/X-ray. A copy of a tuberculosis test dated within the last four years on file at another school district is valid.

FINGERPRINTING: Assembly Bill 1610 requires that criminal background checks be completed on all applicants for classified employment before they commence work. Two sets of fingerprints will be submitted to the Department of Justice for the purpose of obtaining a criminal record summary from the Department of Justice and the Federal Bureau of Investigation. This requirement is a condition of employment. The applicant is required to pay \$37 processing fee. (Cash or money order payable to the Lakeside Union School District). Permanent part-time and auxiliary classified employees who work 3.9 hours or less per day may apply for reimbursement of the \$37 fingerprint fee, after completion of 60 days of continuous service.

PRE-PLACEMENT MEDICAL EXAMINATION: Offer of employment is contingent upon satisfactory completion of a medical examination at districts expense, which includes drug and alcohol screening.

SOCIAL SECURITY: A social security card must be presented at time of employment.

RETIREMENT: Classified employees who work halftime or more become members of the California Public Employees Retirement system combined with the Federal Social Security Program.

STARTING SALARY: New classified employees normally start on the first step of the salary range to which the position is assigned. In some instances placement may be on a higher step, as determined by the District, based upon experience, education, training and districts needs. New employees must propose placement at a higher step at the time of hire. The District Superintendent will make final determination of placement.

BENEFITS: Medical/Dental/Life Insurance, Paid Holidays, Vacation, Sick Leave, etc. are available to all classified employees as determined by the California State Education Code and/or the current bargaining unit agreement.

DISCRIMINATION

Complaints that allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in any program or activity conducted by the District, which is funded directly by, or which receives or benefits from any state financial assistance, shall be initially filed, in writing, with the Superintendent not later than six (6) months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time line for filing a complaint may be extended by not more than ninety (90) days by submitting a written request, setting forth good cause, to the Superintendent. The request for an extension will be responded to immediately. The Assistant Superintendent, Educational Services, will conduct investigation of the complaint. An initial investigative meeting will be held within five (5) working days of receiving the complaint. Within sixty (60) days from receipt of the complaint, the Assistant Superintendent, Educational Services, or designee, shall complete the investigation of the complaint and prepare a written decision. The District's decision may be appealed to the California Superintendent of Public Instruction within fifteen (15) days of receiving the decision.