



LAKESIDE UNION SCHOOL DISTRICT

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

Announcement of Classified Position

Child Nutrition Assistant I

7/8/2021

Site: 1 position at TDS, 2 positions at LMS 1 position at LC-
10 hrs. per week

Site: LF, LMS & LC Supper – Supper 5 hrs. week

Start Date: 8/19/2021

Salary: \$14.00 to \$16.74 per hour

PLEASE POST

APPLICATION DEADLINE: Open until filled

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the preparation and service of food; prepare fruits, vegetables, cereals and desserts; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods; assist with operating snack bar, hot cart and cold cart and barbeque cart station as assigned.
- Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; sweep and mop floors to ensure a safe and sanitary work environment; 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 and set-up plates, trays and utensils; count food items including milk, juices and leftovers.
- Prepare salads, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.
- Prepare and maintain routine records and forms related to assigned activities including daily production sheets, daily temperature forms, meal count sheets and assisting inventories as assigned.
- Perform routine cashiering duties as assigned; count money and make correct change.
- Operate standard food service equipment such as slicers and warmers; operate a computer and assigned software.
- Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas; unload deliveries as assigned; assist with ordering food items as assigned. May transport food and supplies as needed.
- Communicate with students, personnel and outside contacts to exchange information and resolve issues or concerns.

Knowledge of:

- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Basic kitchen utensils and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Oral and written communication skills.

Skills/Ability to:

- Provide timely service of food for students and staff at an assigned school site.
- Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.
- Learn methods and procedures for preparing and serving food in large quantities.
- Learn sanitation practices related to the handling and serving of food.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Operate a cash register and make change accurately.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses, Certifications 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.

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

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 \$40 processing fee. (Cash or money order payable to the Lakeside Union School District).

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.

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.