



LAKESIDE UNION SCHOOL DISTRICT

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

Announcement of Classified Position

7/8/2021

Child Nutrition Site Assistant I

PLEASE POST

Site: Tierra Del Sol
Start Date: 8/19/2021
Salary: \$14.00 to \$17.11 per hour
Schedule: 12.5 Hrs. per week (M-F)

APPLICATION DEADLINE: Open until filled

JOB SUMMARY:

Under the direction of the Director-Child Nutrition, perform routine assistance tasks in the preparation, packaging and serving of food in an assigned school cafeteria satellite or the central kitchen; maintain food service areas, facilities and equipment in a clean and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the preparation of hot and cold foods at school cafeteria sites or the central kitchen as assigned.
- Maintain inventory of hot and cold ingredients, dairy products and packaged foods; fill requisitions for assigned supplies.
- Provide routine assistance in preparing salads, fruits, sandwiches, vegetables, pastries, breads and desserts and main dishes by assembling ingredients, warming foods and performing similar activities.
- Assist in serving prepared food in accordance with apportionment criteria; package food items for delivery to other sites as assigned.
- Clean serving counters, utensils, trays, kitchen equipment and floors; wash pots, pans and kitchen utensils and sweeps floors.
- Maintain storeroom area and assigned work areas in a clean and safe condition.
- Store food and supplies.
- Perform cashiering duties as assigned and assist with daily cash accounting duties as assigned.
- Prepare and maintain routine paperwork related to assigned activities as required.
- Operate a variety of standard kitchen utensils and appliances such as a stove, steam table, disposer, mixers, can openers and slicers.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment, utensils and measurements.
- Oral and written communication skills.
- Basic math and cashiering skills.
- Basic record-keeping techniques.

Skills/Ability to:

- Assist in quantity preparation and serving of foods at an assigned school site or central kitchen.

- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Perform cashiering duties as assigned.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.
- Wash, cut, slice, grate and assemble food items.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written instructions.
- Make basic math computations.
- Maintain routine records related to work performed.

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.

WORKING CONDITIONS:

Work Environment:

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

Physical Demands:

- 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.
- 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.

Application Procedure:

APPLY TO:

WWW.Edjoin.org

Password:1234

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.