



Job Description

Title: Child Nutrition Assistant II	FLSA Status: Non-Exempt	Months: 10
Supervisor: Director-Child Nutrition Services	Supervises: N/A	Range: 11
Department: Child Nutrition	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of the Director-Child Nutrition, perform skilled assistance in the preparation and packaging of food items in a central kitchen/general kitchen facility; maintain food service areas, facilities and equipment in a clean and sanitary condition

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Assistant II classification is responsible for providing skilled assistance with food preparation, cooking and baking activities at a central kitchen/general kitchen site. The Child Nutrition Assistant I classification is the entry-level classification in this series and performs various routine food service activities at an assigned school site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide skilled assistance in preparing salads, fruits, sandwiches, vegetables, pastries, breads, desserts and main dishes by assembling ingredients, warming foods and performing other similar activities; assist with cooking main dishes, meat, pasta, vegetables and other items as assigned.
- Mix ingredients and assemble food items such as main entrees, salads, sandwiches and cakes.
- Wash, cut, measure and scoop food items; mix, slice, grate and chop food items; open cans and other food containers.
- Ready food for distribution and serving; measure proper portion sizes, count proper quantity of food items and pack food properly for safety and delivery.
- Wash, package, wrap and reheat food items according to established procedures and portion control standards; prepare sack lunches and special dietary meals as assigned; prepare salad bar items.
- Assist in preparing estimates and requisitions of needed foods and supplies; receive, stock and rotate food to ensure freshness and temperature control; date food items and check expiration dates; pull bulk food and supplies from freezers, refrigerators and storage as needed.
- Clean food preparation tables and counters, utensils, dishes, trays and kitchen equipment and maintain proper sanitary conditions; sweep and mop floors as assigned.
- Operate a variety of standard kitchen utensils and appliances such as stoves, ovens, disposers, mixers, slicers, choppers, blenders, warmers and can openers.
- Assist with preparing maintaining routine records and reports related to assigned activities including kitchen operations, output and inventory.

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.
- 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:

- Perform skilled assistance in the preparation and packaging of food items.
- 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.

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.
- One year of experience in quantity food preparation.

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:

- 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.