

JOB TITLE: NUTRITION SERVICES WORKER II**BASIC FUNCTION**

Under the direction of an assigned supervisor, performs skilled functions and activities in cooking and baking in large quantities at an assigned elementary school site, provides training and work direction to Nutrition Services Worker I, participates in the preparation, setting up, serving and selling of food, maintains food service facilities and equipment in a neat, clean, safe and sanitary condition.

ESSENTIAL JOB FUNCTIONS

- Leads and participates in the preparation, heating, setting up, serving and selling of food, assembles various ingredients as assigned: serve meals and snacks on servicing lines, sets out prepared foods and restock items as needed
- Assures leftover food is properly wrapped or packaged for reheat or disposed of at site
- Records relevant information as needed
- Monitors employees to ensure safety and sanitation procedures are followed
- Distribute child care snacks based on program snack menu
- Collects deposits daily, inputs in Point of Sale (POS) system, records them in a deposit log
- Inventory, calculate and place food and/or frozen food order based on menu
- Inspect, verify and store frozen food delivery in appropriate area
- Performs skilled functions and activities in cooking and baking in large quantities, reviews recipes and menus, determines ingredients and the time required for the cooking and baking of foods, prepares food for students with allergies or special diets according to established procedures
- Provides training and work direction to Nutrition Services Worker I
- Participates in the preparation of food, involving such activities as preparing sandwiches, mixing salads, grating cheese and preparing fruits and vegetables
- Assists in maintaining food service facilities equipment and utensils in a clean and sanitary condition, cleans serving counters, tables, chairs, food containers and other equipment, cleans and stores kitchen equipment
- Washes trays, plates, utensils, pots, pans, and other equipment as assigned, follows sanitary & safety requirements according to established procedures
- Performs basic cashiering duties including counting cash receipts, making correct change and maintaining simple records, operates a Point-of-Sale (POS) system as assigned
- Packages and wraps food items according to established procedures and predetermined portion control standard and counts leftover items
- Monitors and records food temperatures to insure safety of products in accordance with established guidelines
- Maintains records and prepares reports as required including daily production records
- Maintains inventory and orders supplies and foodstuffs as assigned, participates in the receipt, storage and rotation of food items and supplies in storage area
- Communicates with students, staff and outside agencies to exchange information, and resolve issues or concerns, receives phone calls from parents as assigned
- Operates standard food service equipment such as slicers, ovens, grill, can openers, food carts, refrigerators and warmers as assigned

- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Skillfully cook and bake
- Prepare, package and serve quantities of foods and baked goods
- Operate a variety of equipment utilized in a food processing facility
- Make arithmetic computations with speed and accuracy
- Operate a food service computer station, count money and make change

Knowledge of:

- Methods, procedures, and techniques of cooking and baking in large quantities
- Basic methods of preparing and serving foods in large quantities
- Basic food service utensils and equipment
- Basic principles of sanitation and safety
- Interpersonal skills using tact, patience and courtesy
- Basic math

Ability to:

- Cook and bake foods in large quantities
- Provide timely service of foods for students and staff at an assigned school site
- Observe sanitation practices related to the handling and service of food
- Wash, cut, slice, grate, mix and assemble food items and ingredients
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Establish and maintain positive and effective working relationships
- Promote team building and a positive work environment
- Operate a cash register and make change accurately
- Determine foodstuffs, supplies and materials requirements
- Maintain accurate records and be able to prepare reports
- Provide training and work direction to assigned personnel
- Work courteously and tactfully with co-workers, public and parents
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to superior as appropriate
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light and sedentary work.

(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Manual dexterity to operate equipment, to operate food service equipment
- Walking and standing for extended periods of time
- Bending at the waist, kneeling and crouching
- Reaching overhead and above shoulders
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One year of experience in quantity baking, cooking, salad preparation, and food service facility maintenance in a commercial, institutional or school food service facility.

Education:

Equivalent to the completion of High School, supplemented by training or coursework in nutrition, and in safety and sanitation procedures.

LICENSES AND/OR CERTIFICATE REQUIREMENTS

- Possession of a State of California approved ServSafe Food Protection Manager Certification
- 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. This training is provided by the District