

JOB DESCRIPTION
Pleasanton Unified School District

CHILD NUTRITION SPECIALIST – Middle School

Purpose Statement:

The job of Child Nutrition Specialist - Middle School is done for the purpose/s guiding and instructing the onsite child nutrition assistants while under the supervision of the Child Nutrition Services Director; preparing and serving meals at a middle school site; to collect and verify money from cafeteria sales and maintain student and staff food accounts.

Essential Functions

- Coordinate and oversee staff set-up, service, restock and clean up for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional and health requirements.
- Assist in menu planning and completes daily menu production records.
- Order food, supplies, and equipment for the purpose of maintaining an adequate inventory to provide nutritional services efficiently, within budget guidelines.
- Prepare reports and documents (e.g. meal program records, inventory reports, reconciliation reports, cash summaries, payroll sheets) for the purpose of providing written support and/or conveying information.
- Coordinate and supervise activities of students in cafeteria duties, for the purpose of providing a structured and safe learning environment related to food service, including sales and food preparation in accordance with state and federal nutrition and health regulations.
- Establish and maintain positive working relationships with site administrators, staff and student clubs for the purpose of ensuring a cooperative and productive work environment.
- Prepare food for serving (e.g. transfer from food trays, verify food temper) for the purpose of ensuring a safe and healthy mealtime experience.
- Arrange food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Assist students (e.g. retrieving utensils, cleaning spills and seats) for the purpose of creating a safe, timely and healthy mealtime experience.
- Monitor available food, condiments and supplies (e.g. refills milk cooler, and condiment bottles, calls in requests for additional food; stocks food bar) for the purpose of making items available to the students.
- Collect payments for food items from students and staff for the purpose of securing funds for reimbursement of costs.
- Respond to inquiries of students, staff parents, and the public for the purpose of providing information and/or direction regarding student accounts or the type and/or cost of meals.
- Stock food, condiments and supplies for the purpose of maintaining adequate quantities and rotating stock for freshness.
- Remove leftover food from lunchroom for the purpose of maintaining sanitary conditions.
- Clean utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Inspect food items, supplies and/or equipment (e.g. monitoring temperature, storage) for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Maintain physical inventories for the purpose of verifying stocks and ensuring availability of supplies as needed.
- Monitor kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Drive a van (if licensed and as assigned) for the purpose of delivering food and/or equipment to satellite sites.

Other Functions

- Assist other CNS personnel as may be required for the purpose of supporting them in completion of CNS activities

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment used in food service operations.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards related to food handling; safety practices and procedures; and volume food preparation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying tact and courtesy; working as part of a team; intermittently performing moderately demanding physical activities; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

CA State Food Handlers Certification

Continuing Educ. / Training

Minimum Annual Training as required by NSLP

Clearances

Criminal Justice/Fingerprint Clearance

Annual Mandated Training

Tuberculosis Clearance

FLSA Status

Non-Exempt

Board Approval Date

06/09/2017

Salary Grade

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