

JOB DESCRIPTION
Pleasanton Unified School District

CHILD NUTRITION ASSISTANT

Purpose Statement:

The job of Child Nutrition Assistant is done for the purpose/s of preparing and serving food items to students and/or school personnel as well as maintaining food service facilities in a safe and sanitary condition.

Essential Functions

- Prepares food for serving (e.g. transfer from food trays, verify food temperature) for the purpose of ensuring a safe and healthy mealtime experience
- Arranges 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, 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
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and rotating stock for freshness
- Removes 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
- Inspects 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
- Assists with 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 the 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; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, 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 direction using standardized procedures; providing information and/or advising 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

None Specified

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

Classified 2