

JOB DESCRIPTION
Pleasanton Unified School District

CHILD NUTRITION SPECIALIST – High School

Purpose Statement:

The job of Child Nutrition Specialist- High School is done for the purpose/s of guiding and instructing onsite child nutrition assistants, while under the supervision of the Child Nutrition Services Director; preparing and serving meals at a high 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.
- Coordinate food service schedules (e.g. cafeteria employees, promotional events) for the purpose of maximizing the efficiency of the work force for special events and daily operations.
- Order food, supplies, and equipment for the purpose of maintaining an adequate inventory to provide nutritional services efficiently, within budget guidelines.
- Oversee sales and account reconciliation for payments of food items from students and staff for the purpose of securing funds for reimbursement of costs and maintenance of student and employee accounts.
- 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 vendors, site administrators, staff and student clubs for the purpose of ensuring a cooperative and productive work environment.
- Oversee the serving of food (e.g. transfer from food trays, verify food temperature) for the purpose of ensuring a safe and healthy mealtime experience.
- Assist students (e.g. retrieving utensils, cleaning spills and seats) for the purpose of creating a safe, timely and healthy mealtime experience.
- Attend meetings of employees, student groups, community representative, etc. for the purpose of obtaining and/or providing information and discussing and/or resolving problems.
- 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.
- 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.
- Oversee and assist with physical inventories for the purpose of verifying stocks and ensuring availability and quality of supplies.
- Oversee and 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.

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, 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 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

Annual Mandated Training

Clearances

Criminal Justice/Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Board Approval Date

06/09/2017

Salary Grade

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