

NUTRITION SERVICES ASSISTANT III**DEFINITION**

Under direction of a Nutrition Services Area Supervisor or Production Manager, performs a variety of specialized and skilled food preparation, cashiering, and service duties in a central production kitchen facility operation in support of the meal packaging program, or in the District Office having primary responsibility for a food and coffee bar/catering program and performs other related duties as assigned.

TYPICAL DUTIES

Plans, organizes, and coordinates specialized District-wide catering services for special events, school organizations, programs, etc., or operates a food and coffee bar at the District office, or the meal packaging assembly line at a central production kitchen facility; prepares a wide variety of specialty foods in accordance with user requests and timelines; supplies beverages, paper products, utensils and supplies. Communicates with requestors regarding quantities, timelines and types of food items; costs out requested menus and makes suggestions for alternative foods as appropriate. Develops, extends and adjusts recipes for special requests including theme and ethnic-related programs and activities. Orders food and supplies according to established procedures; communicates with vendors regarding special-order and out-of-season items.

Cleans, chops, slices, grates, mixes and assembles ingredients in preparing main entrees, side dishes, baked goods and desserts. Operates a variety of commercial kitchen equipment including mixers, ovens, slicers, warmers, espresso machines, steam tables, portioning and packaging machines and others. Loads all catered food, supplies and equipment into the District van and delivers to school sites and District office; sets up all items for the catered event; picks up and returns equipment and supplies to the central production kitchen facility. Fills orders for sites, directs the loading and delivery of pre-packaged meals, and sets production schedules. Cleans and maintains pots, pans, utensils, equipment, espresso cart and machine, assembly line machines and work areas in a clean and sanitary condition.

Maintains routine records related to menus, food production and recipes for all catered events, and packaged meal components; reviews catered orders and customer activity reports for billing purposes; submits for billing; participates in taking periodic inventory of food and other items. May train and provide work direction to other food service personnel as assigned; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Nutrition Services Assistant III** performs specialized food preparation and service duties requiring extensive experience and expertise, in support of the District Office food and coffee bar/catering program, or a central production facility meal packaging program. The **Nutrition Services Assistant II** is assigned either to a central production kitchen or a Middle school non-production kitchen. At a central production kitchen, incumbents are assigned responsibility for preparation of food items for distribution to a specific site kitchen or kitchens, special programs, and/or catered events, in addition to the preparation and serving of food at the production middle school. At a non-production kitchen middle school, the single II position functions as a senior or lead. The **Nutrition Services Assistant I** performs a variety of routine food preparation, serving and clean-up tasks in as assigned school site kitchen facility. This is the entry-level classification in the nutrition services series.

EMPLOYMENT STANDARDS

Knowledge of: Methods, procedures and equipment used in the quantity preparation, cooking, serving and storage of food; preparation of specialty food items including theme and ethnic foods; methods of adjusting and extending recipes and proper substitutions; operation of commercial kitchen equipment;

standard sanitation and safety practices; governmental standards pertaining to portion control, conversions and nutrition; basic record keeping practices; basic mathematics.

Ability to: Plan, organize, and perform specialized and skilled food preparation duties for catered events, and/or assembly line production; follow, adjust and extend recipes for specialty foods; communicate with District personnel and others regarding special food service requests; understand and follow oral and written directions; operate kitchen machines and equipment and catering van; maintain food preparation and serving areas and equipment in a clean and sanitary condition; perform assigned duties in an organized and efficient manner in accordance with established timelines; be flexible and able to adapt to changes in routine and duties; work independently without immediate supervision; train and provide work direction to others; establish and maintain a cooperative customer service atmosphere and effective working relationships with co-workers, District staff, parents and community; accurately perform basic mathematical calculations; maintain basic records; be reliable in attendance, punctuality, and follow-through; maintain grooming, personal hygiene and dress appropriate for job duties and as an adult role model; follow health and sanitation requirements; and obtain a ServSafe manager certification.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, climb, kneel, reach, twist, crouch, squat, balance and bend in the performance of food service functions during entire work shift; strength to regularly transport catering supplies and equipment, food trays, and other objects weighing up to 50 pounds; sufficient finger dexterity to operate kitchen equipment and grasp, push, and pull heavy equipment and objects (e.g. food and serving carts, storage racks, materials, supplies, etc.) weighing approximately 100 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; mobility sufficient to travel to various locations throughout the District; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print. Work is performed in a school food service facility and incumbents are exposed to temperature extremes and occasionally outdoor environments.

Typical Background: Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be two years of work experience in quantity institutional food preparation, preferably in a school district. Completion of courses relating to quantity food preparation such as cooking, catering, sanitation, nutrition, or work simplification is desirable.

Licenses and/or Certificates: Valid ServSafe certificate must be obtained by the completion of the probationary period. Possession of a valid California Class C driver's license. Must meet District vehicle and liability insurance requirements, as appropriate.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

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