

NUTRITION SERVICES ASSISTANT II**DEFINITION**

Under direction of a Nutrition Services Production Manager or Site Manager II, performs a variety of responsible food service activities in a central production kitchen facility for distribution of food items to District school sites, special programs and catered events or serves as a senior or lead assistant at a middle school (non-production) kitchen facility; prepares and serves food items to students and staff; maintains food service utensils, facilities and serving areas in a clean and sanitary manner; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Performs responsible duties in cooking, preparing and packaging of large quantities of food (e.g. dressing, spaghetti, nacho cheese, gravy, sliced meats, grated cheese, gelatin, etc.) in a central production kitchen facility for distribution to assigned District school sites, contract programs or special catered events; prepares food items in accordance with prepared estimates, production plans and printed menus; weighs, measures, slices, grates, assembles, chops, mixes, wraps and packs hot and cold food items to be served or dispatched. Assists other workers or specialized nutrition service personnel in food preparation at different workstations. If assigned, serves as a senior or lead assistant at a middle school (non-production) kitchen facility.

Sets up serving areas, portions, assembles, wraps and places food on trays or places a la carte/snack items for display. Replenishes speed lines and other serving areas and prepares additional food items as needed. Performs cashier duties, receiving money, cards, or numbers from students and staff for paid, pre-paid, free and reduced meals. Ensures that left over food items are put away in proper storage areas; cleans pots, pans, utensils, work areas and equipment and maintains food preparation and serving areas in accordance with established sanitation standards.

Tallies, counts and records served and left over food items. Counts, records, balances and bags money; prepares deposit slips, cash and dispatch sheets and other forms as assigned and assists in maintaining required records; participates in taking periodic inventory of food and other items. May assist the manager in ordering and completion of other required paperwork as needed; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Nutrition Service 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 Service Assistant III** performs specialized food preparation and service duties requiring extensive experience and expertise, in support of the District-wide catering program. The **Nutrition Services Assistant I** performs a variety of routine food preparation, serving and clean-up tasks in an 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; standard sanitation and safety practices; governmental standards relating to the portion control and nutritional needs of school-aged children; basic record keeping practices; operation of commercial kitchen equipment and cash registers; basic mathematics and cash handling procedures.

Ability to: Understand and follow oral and written directions and recipes; prepare, cook, serve and store a variety of food items in accordance with health and sanitation regulations; operate kitchen machines and equipment; 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; assist other food service personnel in production cooking and baking activities; establish and maintain cooperative and effective working relationships with co-workers, school staff, parents and others; assist in maintaining order in the lunch lines; accurately perform basic mathematical calculations; make change quickly and accurately; 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; learn the use of a computerized cash register; follow health and sanitation requirements; and obtain a Food Handler's Certificate.

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 cases of milk, food boxes and 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; 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 one year of work experience in quantity institutional food preparation, preferably in a school district. Completion of several courses relating to quantity food preparation such as sanitation, nutrition, or work simplification is desirable.

Licenses and/or Certificates: Valid Food Handler's Certificate. A valid California class C Driver's License and/or use of an automobile may be required for some positions in the class. 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.