

JOB TITLE: NUTRITION SERVICES WORKER III

BASIC FUNCTION

Under the direction of an assigned supervisor, performs skilled functions and activities in cooking and baking in large quantities at an assigned middle or high school, provides training and work direction to assigned personnel, participates in the preparation, setting up, serving and selling of food, maintains food service facilities and equipment in a neat, clean, safe and sanitary condition, maintains a various records reports related to assigned duties.

ESSENTIAL JOB FUNCTIONS

- Leads and participates in the preparation, cooking and baking of a variety of meat and vegetable dishes and baked goods utilizing prepared menus and recipes at an assigned middle or high school site, participates in the preparation, heating, setting up, serving and selling of food, assembles various ingredients as assigned, serves meals and snacks on serving lines as needed
- Provides training and work direction to assigned personnel
- Assists in maintaining food service facilities, equipment and utensils in a clean and sanitary condition, cleans serving counters, tables, chairs, food containers and other equipment, cleans and stores kitchen equipment
- Washes trays, plates, utensils, pots, pans and other serving equipment as assigned, follows sanitary & safety requirements according to established procedures
- Performs basic cashiering duties including counting cash receipts, making correct change and maintaining simple records, operates a Point-of-Sale (POS) system and computer terminal as assigned
- Leads and participates in portion control, and wrapping, arranging and storage of foods to assure appropriate and efficient use of foodstuffs and supplies according to established procedures
- Monitors and records food temperatures to assure safety of products in accordance with established guidelines
- Maintains records and prepares reports as required including daily production records
- Communicates with students, staff and outside agencies to exchange information, coordinate activities and resolve issues or concerns, receives phone calls from parents as assigned
- Prepares food for students with allergies or special diets according to established procedures
- Inventories and requisitions foodstuffs and supplies, receives, inspects and confirms the quantity and quality of items delivered
- Operates standard food service equipment such as slicers, ovens, grill, can openers, food carts, refrigerators and warmers as assigned
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Cook and bake

- Prepare, package and serve quantities of foods and baked goods
- Operate a variety of equipment utilized in a food processing facility
- Make arithmetic computations with speed and accuracy
- Collect money and make change

Knowledge of:

- Methods, procedures and techniques of cooking and baking in large quantities
- Basic food service utensils and equipment
- Basic principles of sanitation and safety
- Methods of providing training and work direction to assigned
- Basic math

Ability to:

- Cook and bake foods in large quantities
- Provide timely service of foods for students and staff at an assigned middle or high school site
- Learn methods and procedures for preparing and serving food in large quantities
- Observe sanitation practices related to the handling and serving of food
- Wash, cut, slice, grate, mix and assemble food items and ingredients
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Establish and maintain positive and effective working relationships
- Promote team building and a positive work environment
- Operate a cash register and make change accurately
- Determine foodstuffs, supplies and materials requirements
- Maintain accurate records and be able to prepare simple reports
- Provide training and work direction to assigned personnel
- Work courteously and tactfully with co-workers, public and parents
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to superior as appropriate
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Manual dexterity to operate equipment, to operate food service equipment
- Walking and standing for extended periods of time
- Bending at the waist, kneeling and crouching

- Reaching overhead and above shoulders
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two years of paid experience in quantity food preparation, serving and kitchen maintenance, or two years of experience as a Nutrition Services Worker II.

Education:

Equivalent to the completion of High School, supplemented by training or coursework in nutrition, and in safety and sanitation procedures.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a State of California approved ServSafe Food Protection Manager Certification
- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs. The training will be provided by the District