



PERSONNEL COMMISSION

Class Code: 5071
Salary Range: 11 (C1)

SENIOR NUTRITION SERVICES WORKER

JOB SUMMARY

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain food quality standards including appearance and menu requirements. **E**
- Serve as a lead at assigned site; train and provide work direction and guidance to nutrition services staff and student workers; review the work of staff; arrange for substitute workers as directed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Cook main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, sandwiches and cakes; inspect food for portion and quality control. **E**
- Participate in determining appropriate quantity of food items for preparation, heating and serving; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; transport food on carts. **E**
- Organize, set up and participate in assembly line food preparation and packaging activities; assure regular production runs, special orders and daily menu items are prepared in a timely manner; wash, cut, measure and scoop food items; open cans and other food containers. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks and carts; prepare items for delivery. **E**
- Oversee and participate in the setup of food items, trays, condiments and utensils at windows, counters and remote points of sale; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assure proper stock levels are maintained at serving windows and counters during meal service periods. **E**

- Count cafeteria or remote point of sale daily cash collections and production records; prepare related records and deposit slips. *E*
- Prepare, display, and sell snack food items at a student store as assigned by the position; maintain inventory of items; maintain records of items sold and cash collections. *E*
- Operate a computerized point of sale system; monitor student input of Personal Identification Numbers (PINs); scan student identification cards; input alternate meal selections as necessary; input daily sales data as assigned. *E*
- Estimate and order food and supplies needed for operation; communicate with outside vendors and Nutrition Center staff regarding orders. *E*
- Count leftover items; operate a garbage disposal to dispose of leftover items; dispose of trash. *E*
- Operate nutrition service equipment such as slicers, strainers, mixers, warmers, ovens, packaging equipment, and can openers. *E*
- Pull bulk food and supplies from freezers, refrigerators and storage; receive, stock and rotate food to assure freshness and temperature control; check expiration dates; date food items. *E*
- Operate a computer and assigned software; participate in site inventories; prepare related records. *E*
- Serve as the site Supervisor in the absence of the Supervisor as assigned by the position. *E*
- Attend a variety of meetings and in-service trainings; drive a personal vehicle to sites to conduct work as assigned by the position. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Senior Nutrition Services Worker classification is the advanced level classification in the Nutrition Services Worker series. Incumbents typically serve as a lead in a division of the central kitchen, remote point of sale at a high school, satellite campus, or a remote service cafeteria at a site with two preparation and service cafeterias.

The Intermediate Nutrition Services Worker classification is the journey-level classification in the Nutrition Services Worker series and incumbents are more involved in the complex preparation of food and related record-keeping activities. Incumbents are assigned to all levels of school sites or perform journey-level preparation and packaging duties at the central kitchen.

The Nutrition Services Worker classification performs routine nutrition service preparation, service and cleaning duties at the central kitchen or a school site. This is the entry-level classification in the Nutrition Services Worker series and incumbents may assist in all aspects of nutrition services operations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and procedures for preparing and serving food in large quantities.
Standard kitchen utensils and equipment.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Proper methods of storing equipment, materials and supplies.
Health and safety regulations.
Food preparation methods including washing, cutting and assembling food items.
Math and cashiering skills.
Operation of a computerized point of sale system.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods.
Record-keeping techniques.
Principles and practices of training and providing work direction.
Proper lifting techniques.

Ability to:

Prepare, cook and serve food in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain a variety of records related to assigned activities.
Perform cashiering duties and add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction and guidance to others.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require a valid California Class C driver's license and the use of a personal automobile.

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity and count money.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/1/2004

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