
LEAD CHILD NUTRITION ASSISTANT I

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, oversee the preparation of foods for distribution to satellite school sites; prepare and submit orders to warehouse personnel; prepare and serve large quantities of foods at an assigned elementary school site; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Lead Child Nutrition Assistant I is the first level in the series. Incumbents serve as a lead at an assigned elementary school site. The Lead Child Nutrition Assistant II is the second level in the series. Incumbents oversee more diverse menus and a larger staff at an assigned middle school site and provide catering services for District and community events.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Oversee the preparation of foods for distribution to satellite school sites; assure the proper amount of items to be shipped, food quality, proper storage and compliance with the Healthy-Hunger Free Kids Act (HHFKA) and other applicable regulations.
- Prepare and submit orders to warehouse personnel; receive cold and hot food items and cleaning supplies and place into appropriate storage; reconcile delivered items with order specifications; communicate with warehouse personnel to resolve discrepancies.
- Train and provide work direction to assigned personnel and student workers; schedule and assign work to Food Service staff; provide workers with information regarding Child Nutrition reauthorization procedures and changes; assure worker compliance with guidelines, policies, procedures and regulations.
- Prepare and serve large quantities of foods at an assigned elementary school site; assemble various ingredients; heat, package and wrap food items according to established procedures; serve meals on serving lines; set out prepared foods.
- Assure compliance of food service facilities with health codes and regulations; maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; operate dish washers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned; sweep and mop floors, empty garbage.
- Prepare food and beverages for sale; prepare serving table with required milk, fruit and other items; prepare food cart for kindergarten and preschool service; restock food as necessary;.
- Perform cashiering duties as assigned; count money and make correct change; balance and verify cash drawers; prepare bank deposits as directed; utilize a computer to perform transactions and input data as assigned; prepare and submit reports relating to student counts, sales and food inventories as required.
- Prepare breakfasts, lunches, snacks, soups, chili, sandwiches, salad, fruits, vegetables and other assigned foods for distribution; wash fruits and vegetables; mix, slice, grate and chop food items; open cans; replenish containers as necessary.
- Communicate with students and staff to exchange information; notify students of meal portion and nutritional standards as appropriate.
- Operate standard food service equipment such as dishwashers, warmers, ovens, mixers, can openers, scoopers, microwaves and food carts.
- Maintain various routine records related to assigned activities as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal, State and District regulations, including the HHFKA compliance requirements.
- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment, utensils and measurements.
- Oral and written communication skills.
- Basic math and cashiering skills.

- Proper lifting techniques.
- Basic record-keeping techniques.

ABILITY TO:

- Oversee the preparation of foods for sale and distribution at school sites.
- Prepare and submit orders to warehouse personnel.
- Train and provide work direction to assigned personnel.
- Prepare and serve large quantities of foods at an assigned elementary school site.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Perform cashiering duties as assigned.
- Operate a computer as required.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.
- Wash, cut, slice, grate and assemble food items.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written instructions.
- Make basic math computations.
- Maintain routine records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years' experience in food service or child nutrition.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Manager certificate.

WORKING CONDITIONS:

ENVIRONMENT:

- Food service environment.
- Subject to heat from ovens.

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

HAZARDS:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

Board Approved 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
