

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

11/08/01  
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**TITLE: NUTRITION SERVICES I**

**QUALIFICATIONS**

Knowledge of

1. Basic cleaning methods and procedures.
2. Basic kitchen and food serving utensils and equipment.
3. Basic methods and materials used in food preparation, serving, and transporting of food.
4. Basic sanitation and safety procedures related to the preparation and serving of food.
5. Basic written and oral English and simple math.
6. Food preparation methods such as washing, cutting, assembling, and wrapping food or ingredients.
7. Safety rules and regulations for this position.

Ability to

1. Be a productive and active team member.-\*
2. Communicate effectively and tactfully in both verbal and written form.
3. Count, add, subtract, and tally series of numbers; keep simple records.
4. Establish and maintain effective relationships with those contacted in the performance of required duties.
5. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
6. Learn and effectively apply proper sanitation and safety requirements associated with food preparation and serving operations.
7. Learn to effectively operate a computer terminal as used in the Nutrition Services Department.
8. Learn to operate assigned food service appliances and equipment in a safe and effective manner.
9. Make change quickly and accurately.
10. Meet the physical requirements necessary to safely and effectively perform the required duties.
11. Perform a variety of food preparation and cleaning tasks.
12. Perform routine mathematical calculations accurately.
13. Present and maintain a pleasant appearance and demeanor.
14. Read English at a level sufficient to perform assigned duties.
15. Safely drive and operate a variety of vehicles and equipment as needed.
16. Safely lift and carry quantities of money.
17. Safely lift, carry, and transport quantities of food or ingredients.
18. Understand and carry out oral and written instructions.
19. Work successfully with diverse groups of people.
20. Work without immediate supervision, maintaining work schedules in performing tasks.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade.
2. Any combination of training and experience that would likely provide the desired knowledge and abilities; some paid or volunteer experience in the serving and preparation of food is desirable.
3. A work history demonstrating dependability, reliability, and good attendance.

**REPORTS TO:** Director of Nutrition Services or designee

**JOB GOAL:** To assist in the preparation and sale of food items in a school cafeteria and/or speed line unit(s) and to maintain food service equipment and facilities in safe, clean, and sanitary condition.

**ESSENTIAL FUNCTIONS**

1. Assists in inventory control, receiving, and storing of food and supplies.
2. Assists in maintaining proper care of equipment and sanitation of the kitchen.
3. Assists in the preparation of food such as sandwiches, salads, salad dressings, entrees, snack foods and desserts.
4. Assists in the preparation of monies to be transported as directed.
5. Assists in the preparation, packaging, and serving of food, which may include, but is not limited to slicing, assembling, mixing, stirring, blending, and/or measuring a variety of ingredients.
6. Establishes and maintains effective rapport with students, parents, and community members.
7. Establishes and maintains effective work relationships with those contacted in the performance of required duties.
8. Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
9. Knows and understands the Mission and Core Values of the district.
10. May act as cashier: operate a cash register or computer terminal or use a cash box; add total to be charged, receive money, make correct change, and collect meal tickets.
11. Participates in departmental and district in-service training as required.
12. Performs other related duties as assigned.
13. Portions food into individual servings per established guidelines; wraps and/or packages food items for snack bar/speed line sales.
14. Sets up serving counters/lines, food carts, and food warmers with appropriate food items and supplies as assigned.
15. Sweeps and mops floors; cleans serving counters, food containers, beverage machines, French fryers, and other food service equipment and machines.
16. Washes dishes and kitchen equipment, which may include, but is not limited to trays, plates, utensils, and serving equipment.

**OTHER FUNCTIONS**

1. Assists other Nutrition Services employees and/or works with student helpers to ensure that food is prepared on time and in a safe and sanitary manner.
2. Inventories food on hand after meals/service; restocks food items and supplies as needed.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to stand and/or walk on hard flooring for sustained periods of time, up to and including eight (8) hours.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
11. Able to sustain strenuous manual labor for four (4) to six (6) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to work at various elevated heights in a safe and effective manner.
20. Able to work in a wide range of temperatures.
21. Able to collect currency and make change.
22. Able to demonstrate manual dexterity necessary to operate food preparation utensils, machinery, and equipment in a safe and efficient manner.
23. Able to operate material handling and food transportation equipment in a safe and effective manner.
24. Able to work with disinfectants, sanitizers, and medical chemicals in a safe and efficient manner without allergic reaction.

**SPECIAL REQUIREMENTS**

1. Ability to speak and understand verbal Spanish strongly desired.
2. Good health and physical condition; free of any communicable diseases.
3. Must use safety equipment designated for this position.
4. Possession and maintenance of a First Aid certificate and cardio-pulmonary resuscitation (CPR) certificate desired.
5. Possession and maintenance of a Food Handler's Certificate as issued by the County Health Department.
6. Some positions in this class may require the possession and maintenance of a valid State of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:** Ten-month work year (185 days)  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of Nutrition Services or designee will complete the evaluation.

Approved by:	Board of Education	Date:	May 26, 1987
Amended by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	September 23, 1993
Amended by:	Board of Education	Date:	May 8, 1997
Amended by:	Board of Education	Date:	July 9, 1998
Amended by:	Board of Education	Date:	November 8, 2001

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**