

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

11/08/01
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TITLE: NUTRITION SERVICES II, MIDDLE SCHOOL ASSISTANT

QUALIFICATIONS

Knowledge of

1. Appropriate cleaning methods and procedures for the operation of a multi-functioning food preparation facility.
2. Food preparation methods such as washing, cutting, assembling, and wrapping foods or ingredients.
3. Methods and materials used in the serving and transporting of food.
4. Safety rules and regulations for this position.
5. Sanitation and safety procedures related to the preparation and serving of food.
6. Standard kitchen equipment, utensils, and measurements.
7. Written and oral English and math.

Ability to

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

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade.
2. Two (2) years of successful experience in the preparation and serving of large quantities of food or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. A work history demonstrating dependability, reliability, and good attendance.

REPORTS TO: Director of Nutrition Services Department or as assigned

JOB GOAL: Under general supervision, effectively assists the Site Lead in guiding, coordinating, and training other staff in carrying out the plan, direction, schedule, and general operation of a middle school cafeteria. Participates in the preparation, cooking, baking, packaging, selling, transporting, and/or serving of food in quantity for a middle school cafeteria and/or snack bar. Maintains food service areas, facilities and equipment in a clean and sanitary condition; and performs related work as required in the operation of a middle school cafeteria and/or snack bar.

ESSENTIAL FUNCTIONS

1. Arranges and sets up snack bar, serving lines and food carts with appropriate food items, supplies, beverages, and cash box as needed.
2. Assists other staff in maintaining proper care of equipment and sanitation of the kitchen.
3. Counts a variety of food items and maintains accurate records of quantities received, sold, left over, etc.
4. Estimates quantities of food and supplies required and orders correct amounts.
5. Maintains clean, neat, orderly, and sanitary work area.
6. Operates and cleans a variety of kitchen/snack bar equipment including food warmers, ovens, slicers, mixers, etc.
7. Orders, receives, and stores food and supplies.
8. Participates in the daily collection, counting, and proper recording of money and/or meal tickets received as assigned.
9. Participates in departmental and district in-service training as required.
10. Participates in the preparation, cooking, baking, packaging, selling, and/or serving of food in quantity for a middle school cafeteria, satellite site, and/or snack bar.
11. Performs cashiering duties, operates a cash register and/or computer terminal, or works out of a cash box, adds total to be charged, receives money, makes correct change and collects meal tickets.
12. Prepares and maintains a variety of records including daily cash reports, inventory records, menu production records, and time cards.
13. Prepares cash boxes/banks for daily operations of food services.
14. Prepares monies for deposit.

ESSENTIAL FUNCTIONS (continued)

15. Performs other related duties as assigned.
16. Prepares and/or assists in the preparation of food items for snack bar/speed line food service unit(s).
17. Prepares, cooks, bakes, and/or packages a variety of foods in quantity.
18. Provides input to supervisor regarding site operations.
19. Sweeps and mops floors; cleans serving counters, food containers, beverage machines, French fryers, and other food service equipment and machines.
20. Under general supervision, effectively assists the Site Lead in coordinating, training, and guiding other staff in carrying out the plan, direction, schedule, and general operation of a middle school cafeteria, satellite site, and/or snack bar.

OTHER FUNCTIONS

1. Assists other Nutrition Services employees and/or work 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.
3. Packages and stores leftovers.

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 chemicals in a safe and efficient manner without allergic reaction.

SPECIAL REQUIREMENTS

1. Ability to speak and understand verbal Spanish language is 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 Safety Manager Certificate.
6. Possession and maintenance of a valid State of California Driver's License during the course of employment; 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 give the evaluation.

Approved 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**