

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Child Nutrition Assistant

CLASSIFICATION: Classified

REPORTS TO: Coordinator

BASIC FUNCTION:

The Child Nutrition Assistant (CNA) is responsible for assisting in the preparation and packing of food items in a central production center or satellite food service kitchen: to serve food and perform cashiering duties in a school cafeteria, snack bar or satellite food service unit.

The Child Nutrition Assistant works closely with support staff and specific staff to maintain food service equipment and facilities in a safe, clean and sanitary condition in accordance with County health guidelines.

DUTIES:

- Prepares foods, washes fruits and vegetables. Slices, assembles, mixes, counts, weighs or measures a variety of ingredients used in food preparation activities. Wraps and/or packages food items into specified food portions.
- Cooks and warms food for serving on site according to appropriate standards. Sets up serving counters/lines with appropriate food items and supplies. Inventories food on hand before/after meals/service, replenishes food items as needed during service.
- Packages and properly stores leftover food and supplies.
- Assists with inventory by verifying stock, restocks food items and supplies as needed, report needs to Child Nutrition Lead I.
- Inspects food items, supplies and equipment including monitoring temperatures and storage; Maintains temperature logs for food and refrigeration.
- Dismantles, cleans and reassembles food service equipment/machines. Washes trays, utensils, pans and serving equipment. Cleans serving counters, storage and work areas; sweeps floor.
- Performs cashiering duties using computerized Point of Sale System; receives money, prepares monies for district cashier and school's change fund.
- Communicates with students regarding food concerns.
- Maintains records related to work performed, food served.
- Assigns and supervises student helpers during the serving period.
- Assists in training and works with new co-workers and/or substitutes.
- Performs related duties as required/assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Health Standards related to handling and service of food
- Proper use and care of kitchen cafeteria, and food serving utensils and equipment
- Basic methods of quantity food preparation
- Basic inventory practices and procedures
- Proper food storage methods and procedures related to school food service operations
- Basic cleaning and sanitation methods and procedures related to school food service

operations

Ability to:

- Operate Point of Service system
- Perform a variety of food preparation tasks, including cleaning, portioning and serving food efficiently and attractively
- Effectively apply proper sanitation and safety requirements associated with food preparation, equipment, serving area and transportation
- Speak, read, write and follow instructions in English at a level sufficient to successfully perform required duties
- Learn to operate assigned food service appliances and equipment in a safe and effective manner
- Maintain accurate records related to work performed
- Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication and division; make change
- Meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting and carrying heavy cases (up to 40 lbs), or standing for prolonged periods of time
- Work under time constraints to meet schedules and timelines
- Work independently with little direction
- Is able to work as part of a team
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Maintain the confidentiality and security of sensitive information

QUALIFICATIONS:

- Valid California Driver's License
- High School Graduate or equivalent
- Food preparation or equivalent
- Food Handlers Card required
- Minimum annual training as required by national and state programs

TERMS OF EMPLOYMENT:

- 182 day position
- Salary schedule placement: Level 12 on the current SEIU Salary Schedule
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between SEIU and Livermore Valley Joint Unified School District

PHYSICAL DEMANDS

	Never	Rarely	Occasional	Frequently	Continuous
Standing					X
Walking					X
Sitting		X			
Lifting (to 40 lbs.)				X	
Bending				X	
Twisting				X	
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination				X	
Picking, pinching, fingering				X	
Hearing with both ears:					
Near				X	
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less				X	
Clarity at 20 feet or more			X		
See up, down, left and right				X	
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone			X		
Short-term memory recall				X	
Long-term memory recall					X
Reading			X		
Writing			X		

Completion by Human Resources

Board Approval Date –
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input checked="" type="checkbox"/> Revised Salary Placement
Change Effective date: 7/1/22

Board Approved