

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 21, 2010
Revisions Approved: May 17, 2017
Salary Schedule: 20; Row: 10

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: NUTRITION SERVICES ASSISTANT

JOB PURPOSE STATEMENT: Under the direction of an assigned supervisor, assist in quantity preparation, packaging and serving of foods at an assigned school site; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; assist in the set up of serving areas.

JOB FUNCTIONS:

- Assist with menu planning and marketing of all food items.
- Assist in processing school lunch applications
- Maintain production records to determine food usages and accurately forecast future food production to reduce food waste.
- Maintain accurate Management/Financial Control Records such as daily sales, inventory, requisitions, and production sheets.
- Assure accuracy of daily cash receipts, count and wrapping of money, preparing bank deposit slips along with daily report of meals served.
- Work with school site administration and staff to resolve food/cafeteria related issues.
- Participate in a variety of nutrition service duties as needed, including ordering, receiving, inventory, cooking and serving to assure timeliness an accordance with fixed timetables.
- Assist in the preparation of food items following standard procedures.
- Use manual and/or electric appliances to clean, peel, slice, and trim foods.
- Serve food items to students and staff according to established procedures.
- Replenish foods at serving stations, salad bars and buffet meals.

JOB FUNCTIONS – continued

- Prepare lunch carts for service at designated sites on campus.
- Unload carts for service at designated sites on campus.
- Operate a la carte locations and sell food to students.
- Operate a point of sale computer station.
- Receive cash and make change.
- Make simple arithmetic computations.
- Operate a cash register as needed.
- Operate a variety of kitchen equipment including mixer, slicer, steamer, dishwasher, warmer, oven and others.
- Inform Director of Nutrition Services when supplies are getting low or equipment is not working properly.
- Wash pots and pans in three compartment sink.
- Clean, wash and sanitize counters, steam tables, and other equipment.
- Remove trash and clean kitchen garbage containers.
- Assist in storage and inventory of food service supplies and materials.
- Store food in designated containers and storage areas to prevent spoilage.
- Maintain food service equipment and facilities in clean and sanitary conditions.
- Operate standard kitchen equipment, appliances and utensils in a safe and efficient manner.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Maintain consistent, punctual and regular attendance.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation, write, and read in English.

PHYSICAL ABILITIES – continued

- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to stand, bend, & twist (up to continuously); reach, push, pull, look downward (frequently); walk, stoop, kneel (occasionally); squat, climb, operate foot controls (infrequently); lift/carry up to 55 pounds (frequently); grasp/manipulate food items/equipment (frequently); use seeing, hearing (continuously) and speaking (occasionally).
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee.
- Able to demonstrate manual dexterity necessary to operate a computer and other nutrition services equipment in a safe and efficient manner.
- Working Conditions: Work indoors & outdoors, may travel to alternate sites. Exposure to: cold/heat from freezers, refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.

JOB QUALIFICATIONS:

Education

- High School Diploma or Equivalent.

Experience

- Two-three years of documented nutrition services experience in a public setting highly desirable

Licenses/Certificates

- Food Handler Safety Certificate required
- Valid Driver's License required
- Physical Examination Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.