

Santa Clarita Valley Food Service Agency

Position Description

Position: Nutrition Assistant II	LACOE Range Number: 100
Department/Site: Site/Central Kitchen	FLSA: non exempt
Reports to/Evaluated by: Director, Food Services	Salary Grade: 109

Summary

Performs food preparation, packaging, service, and clean up at a central food production facility and/or various school service kitchens.

Distinguishing Career Features

The Nutrition Assistant II is the second level in a service-oriented career ladder. Assignments will be at a central production facility or remote site that serves food items. Advancement to Team Leader 1 requires fully competent performance at Level II (2), and the ability to perform all of the requirements of Level II (2), including the ability to establish and maintain pace while working on a food processing/packing assembly line, independently operate all aspects of a school site kitchen, and perform basic record keeping and data entry. Requires a current (as required by the Agency) food service Safety/Sanitation Certificate authorizing incumbent to work in Nutrition programs at a school site of equivalent property and in contact with students.

Essential Duties and Responsibilities

The Nutrition Assistant II is capable of performing work at a central food production facility or satellite kitchen, and will often be assigned to either function:

Remote Site

- Arranges individually packaged food items along a service line so that students can make easy selection.
- Serves food items according to specified quantities and from established menus. Prepares and serves substitute food items to accommodate variances in student counts. Restocks food items in appropriate storage to ensure ability to re-serve.
- Prepares certain food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares serving trays. Operates miscellaneous kitchen equipment such as a slicing machine, mixer, and warming oven.
- Maintains food production records, inventory, and ordering documents. Maintains product and supplies in storage and service areas.
- Records food temperatures at regular intervals during heating of food items.
- Serves as a cashier, accepting and counting money and meal cards, maintaining point of sale meal count system, and assisting in compilation of daily receipts and counts.
- Operates a hand operated snack and/or a la carte service cart. Arranges and sells food items and accounts for cash, student meal cards, and meal counts.
- Enters student information to databases used for school food service, entering data to established data entry screens.
- Participates in nutrition education, merchandising, and promotion activities that include decorating food service areas, bulletin boards, contests, etc.

- Washes, sanitizes, and cleans kitchen equipment, surfaces, and serving areas. Sweeps floors.
- May launder linens and other materials requiring special cleaning and handling.

Central Food Production Facility

- Receives and cleans, slices, cuts, or otherwise portions food items such as, but not limited to fruits, vegetables, frozen and cooked items, used for packaging and ingredients.
- Assists with cooking and baking of meat and bread products, learning and operating specialized equipment.
- Participates with others in preparing food production and processing machines. Cleans, sanitizes, and arranges machine components. Participates with assembly and adjustment of machines to match processing instructions.
- Attends a food production station, assembling, sealing, and stacking standardized portions of food items onto transferable food carriers. Sets and maintains pace with acceptable units of production.
- Assembles, counts, and may assist with delivering meals to remote school sites.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires working knowledge of institutional quantity food preparation, methods, procedures, and service. Requires working knowledge of food storage and sanitation procedures. Requires working knowledge of kitchen safety and safe work procedures. Requires basic knowledge of food production line processes. Requires sufficient arithmetic skills to compute weights, measures, counts, and portions. Requires sufficient reading skills to interpret menus, ingredient lists, and preparation instructions. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

▪ **Abilities**

Requires the ability to perform the essential duties of the position. Requires the ability to sequence food preparation activity in order to serve a variety of food items at the same time. Requires the ability to follow oral and written instructions. Must be able to add and subtract, using decimals and fractions. Requires the ability to perform cashier duties and to track student status on a computerized point of sales system. Requires the ability to interpret menus and ingredient lists. Requires the ability to work varying shifts and locations.

▪ **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of and moving light to medium (under 45 pounds) and occasional lifting of and moving heavy objects up to 60 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

- **Education and Experience**

The position typically requires completion of a high school curriculum and one year of experience in large quantity food preparation, food packaging, and serving. Additional experience may substitute for education.

- **Licenses and Certificates**

May require a valid driver's license. Requires a food service Safety/Sanitation Certificate authorizing incumbent to work in Nutrition programs at a school site or equivalent property and in contact with students.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.