



IRVINE UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES I

DEFINITION:

Under the supervision of an assigned Nutrition Services Supervisor, assists in the preparation and serving of food in a cafeteria; maintains food service area, facilities and equipment in a clean and sanitary condition; performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Worker I classification assists in the preparation and serving of food at an assigned school site cafeteria or central kitchen. The Nutrition Services Worker II classification performs more complex food preparation and serving at a secondary school site or central kitchen, and may serve as the lead at an elementary school site. The Lead Nutrition Services Worker performs increasingly complex work at the central kitchen and/or serves as the lead at a secondary site.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned.

- Assists in the preparation, packaging and serving of food.
- Washes dishes and kitchen equipment.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- Acts as cashier, collecting money, making change and counting totals.
- Stocks condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas.
- Operates standard food service equipment such as slicers, ovens, can openers, food carts and warmers.
- Maintains various routine records related to assigned activities as required. Serves as cashier, collecting money, making change and counting totals.
- Operates an electronic point of sale system; assures accuracy of student accounts and makes corrections as necessary and in accordance with established policies and procedures.
- Operates a variety of office equipment, including a computer and assigned software; utilize applicable food service equipment; Washes dishes and kitchen equipment. Cleans carts, pans, utensils and general work area.

QUALIFICATIONS GUIDE

Knowledge of:

- Basic methods and materials used in the preparation, serving and transporting of food.
- Free and reduced-priced Meal Program.
- Food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
- Basic food serving utensils and equipment.
- Basic sanitation and safety procedures related to the preparation and serving of foods.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Oral and written communication skills.
- State and Federal regulations governing child nutrition programs.

Ability to:

- Communicate effectively both orally and in writing.
- Work cooperatively with others.

- Understand and follow oral and written directions.
- Operate a cash register and make change accurately.
- Learn methods and procedures for preparing and serving food in large quantities.
- Operate a variety of office equipment, a computer and assigned software.

EDUCATION/EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Dexterity of hands and fingers to operate a computer keyboard and food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to read a variety of materials and monitor food quality and quantity.

WORK ENVIRONMENT:

Indoor/food service environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.
- Exposure to cold due to refrigerators and freezers

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