

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Nutrition Services Worker I
SALARY PLACEMENT:	Classified Salary Schedule Classified School Employees Association

SUMMARY:

Under supervision, to assist with the preparation and serving of food items; to perform the more routine nutrition services operation duties; to package food items at a central nutrition services production center; to serve food in a school cafeteria, snack bar, or satellite nutrition services unit; to maintain nutrition services equipment and facilities in a safe, clean and sanitary condition; perform cashiering duties at an assigned school cafeteria; to receive cash/check, and account for monies collected; and to do related work as required.

Employees in this classification receive direct and/or general supervision within a framework of well-defined policies and procedures. An employee in this classification may be responsible for setting up and serving food at assigned nutrition services facility. They may be assigned to an ala carte line, faculty serving unit, nutrition services cart, and/or satellite nutrition services unit.

SUPERVISOR:

Director of Nutrition Services and /or Nutrition Services Operational Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Washes and cuts vegetables; prepares salad and desserts and related a la carte items; makes sandwiches. May prepare certain food items such as slicing meats, breads, and salad bar foods.
2. Assists in the preparation of breakfast and/or lunches by assembling, heating and apportioning food items.
3. Arranges and sets-up serving counters, serving lines, meal carts, snack bars, and/or serving areas with appropriate food items, napkins, condiments, beverages, and supplies.
4. Portions and serves food.
5. Performs cashiering duties, counting money and assisting in making deposits and completion of relevant nutrition services reports.
6. Loads transport vehicles and drives to dispensing sites (when applicable).
7. Cleans serving areas; cleans kitchen, refrigerators, freezers, and related cooking equipment; washes dishes.
8. Replenishes seasoning and napkin containers; stacks canned goods and cases in storage rooms.
9. Sweeps and/or mops serving and food preparation areas.
10. Operates and cleans nutrition services equipment and machines such as slicers, choppers, can openers, dishwashers, warmers, ovens, steamers, mixers, etc.
11. Assists in measuring and weighing of foods.
12. Monitors food temperature for safety.
13. May assist with inventory and nutrition services deliveries.
14. Monitors students' food choices for the purpose of meeting mandated requirements and ensuring a complete meal is served.

15. Performs other related duties as assigned.

Knowledge of:

- Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional nutrition services operations.
- Standard principles of operation and use of equipment, machines, and utensils used in large quantity food preparation and serving.
- Safe work practices.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Mathematical operations.
- Manual or computer software applications for free and reduced meal monitoring and point of sale.
- Proper English usage, grammar, spelling, vocabulary, and punctuation
- Relevant State and Federal laws, regulations and procedures

Ability to:

- Exhibit manual dexterity, and learn to perform simple cooking duties.
- Assist with the preparation of a variety of foods in large quantities and within established time constraints.
- Safely use and operate nutrition services appliances and equipment in an effective manner.
- Understand and follow both oral and written directions.
- Read and write at the level required for successful job performance.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Make change accurately.
- Prepare, serve, and package food items as assigned.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION:

High School Diploma or equivalent

EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous nutrition services experience in a school environment desirable.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of ovens, steamers, mixers, slicers, choppers, steam tables, microwave ovens.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

Work is normally performed in a kitchen environment; exposure to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; works around equipment with moving parts; regular exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

Adopted Date: May 21, 2003
Revision Date: October 25, 2014
Adopted Date: November 5, 2014

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.