

## NUTRITION SERVICES PRODUCTION ASSISTANT

### OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the Nutrition Services Production Assistant performs a full range of tasks in the preparation, cooking, baking and packaging of food in a high school or middle school kitchen or food service area and assists or substitutes as assigned in the absence of the supervisor.

### DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutritional Services Production Assistant class is the most experienced level in the series, performing responsible and complex food service duties such as preparing, cooking from scratch using raw ingredients, baking, and packaging food, coordinating and overseeing assigned areas, assisting in record-keeping and occasionally assisting or substituting for a supervisor as necessary.

### ESSENTIAL FUNCTIONS

- Determines food preparation amounts while maintaining a daily preparation list with production and inventory levels. Completes production worksheets for the purpose of meeting projected menu requirements and minimizing waste.
- Retrieves ingredients from storage areas (refrigerator, freezer, and pantry) and transports to food preparation areas for the purpose of preparing a variety of food items.
- Cooks, bakes and prepares a wide variety of food items in large quantities from standardized recipes for the purpose of meeting nutritional requirements and implementing planned menus.
- Sets-up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Cleans utensils, equipment and the storage, food preparation and serving areas throughout the day and performs targeted deep cleaning of kitchen and equipment at specified times during the

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year for the purpose of maintaining sanitary conditions in compliance with current health standards.

- Maintains equipment in the storage, food preparation and serving areas (e.g., stores, organizes) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports and substituting in the supervisor's absence as needed.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.
- Inspects food and supplies and rotates as necessary for the purpose of verifying quantity and specifications of orders, minimizing waste, and/or complying with mandated health requirements.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g., in-service training) for the purpose of receiving and/or conveying information.
- Assists in the performance of other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios. Read a variety of manuals. Understand written procedures. Write documents following prescribed formats, and/or present information to others; speak clearly; and understand complex, multi-step written and oral instructions. Health standards and hazards related to cooking and storing food. Quantity cooking and safety practices and procedures. Standard kitchen equipment, utensils and measurements.

**SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Adhering to safety practices pertaining to equipment used in quantity food production. Preparing and maintaining accurate records.

**ABILITY** is required to schedule activities, meetings, and/or events. Gather and/or collate data. Work with a diversity of individuals and/or groups. Work with specific, job-related data. Understand and follow oral and written directions. Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet deadlines and schedules. Utilize a variety of job-related equipment in a safe manner following proper guidelines. Assemble, cook, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. Make change and arithmetic calculations quickly and accurately. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent

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interpretation. Problem solving with equipment is moderate. Flexibility is required to work with others in a wide variety of circumstances. Work with data utilizing specific, defined processes.

**RESPONSIBILITY**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing, balancing, stooping, kneeling, crouching, and/or crawling; lifting up to 40 lbs. at shoulder, and over shoulder/overhead
Occasionally	lifting up to 40 lbs. at knee and waist; carrying items weighing up to 40 lbs. up to 10 feet; pushing/pulling carts weighing up to 50 lbs.; fingering/fine manipulation, reach at shoulder
Occasionally/Frequently	handling/simple grasping
Frequently	standing, walking

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to respond to safety buzzers, communicate with coworkers and staff. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Work with hazardous equipment/machinery, tolerate exposure to extreme temperatures and work at heights.

**EXPERIENCE**

Any combination equivalent to three years increasingly responsible experience preparing or assisting in the preparation of foods in large quantities and/or college-level course work in nutrition, food preparation, quantity cooking and food service sanitation methods (on the basis of 24 semester or 30 quarter units for each year of experience not to exceed 48 semester or 60 quarter units.)

**EDUCATION**

High School diploma or equivalent.

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**REQUIRED TESTING**

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

**CERTIFICATION REQUIREMENTS**

Current food safety manager certification (such as ServSafe's "Food Protection Manager Certification" or other certification deemed equivalent by the District). Certification must be submitted at time of application.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.