



## PERSONNEL COMMISSION

**Class Code: 5068**  
**Salary Range: 05 (C1)**

### NUTRITION SERVICES WORKER

#### JOB SUMMARY

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen. **E**
- Assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Participate in assembly line food preparation and packaging activities; wash, cut, measure and scoop food items; open cans and other food containers; assemble or mix ingredients and food items such as salads, sandwiches and cakes as assigned; grease pans. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks. **E**
- Assist with panning food and placing trays in ovens and warmers; take and record temperatures of food in accordance with established procedures as assigned; transport food on carts. **E**
- Participate in the set up of food items, trays, condiments and utensils at windows, carts, kiosks and counters; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assist in assuring proper stock levels are maintained at serving windows and counters during meal service periods. **E**
- Operate a computerized point of sale system; monitor student input of Personal Identification Numbers (PINs); scan student identification cards; enter alternate meal selections as necessary. **E**
- Count leftover items as assigned; operate a garbage disposal to dispose of leftover items; dispose of trash. **E**
- Operate nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers. **E**

- Pull bulk food and supplies from freezers, refrigerators and storage; assist with stocking and rotating food for freshness and temperature control; date food items as assigned. *E*
- Participate in site inventories as assigned; count milk and juice containers as assigned.
- Attend a variety of meetings and in-service trainings.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Nutrition Services Worker classification performs routine nutrition service preparation, service and cleaning duties at the central kitchen or a school site. This is the entry-level classification in the Nutrition Services Worker series and incumbents may assist in all aspects of nutrition services operations.

The Intermediate Nutrition Services Worker classification is the journey-level classification in the Nutrition Services Worker series and incumbents are more involved in the complex preparation of food and related record-keeping activities. Incumbents are assigned to all levels of school sites or perform journey-level preparation and packaging duties at the central kitchen.

The Senior Nutrition Services Worker classification is the advanced level classification in the Nutrition Services Worker series. Incumbents typically serve as a lead in a division of the central kitchen, remote point of sale at a high school, satellite campus, or a remote service cafeteria at a site with two preparation and service cafeterias.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Standard kitchen utensils and equipment.

General kitchen sanitation and safety practices.

Basic food preparation methods including washing, cutting and assembling food items.

Basic math and cashiering skills.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic record-keeping techniques.

**Ability to:**

Assist in maintaining nutrition service equipment and areas in a clean and sanitary condition.

Operate standard kitchen utensils and equipment.

Wash, cut, mix and assemble ingredients and food items.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Maintain basic records.

Perform cashiering duties and make change accurately.

Meet schedules and time lines.

Learn methods and procedures for preparing, packaging and serving food in large quantities.

Learn sanitation and safety practices related to the handling and serving of food in large quantities.

Learn proper methods of food rotation and storage.

Learn proper lifting techniques.

Learn to operate a computerized point of sale system.

**Education and Training:**

Completion of the eighth grade.

**Experience:**

Sufficient experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid Food Handler's certificate is desirable.

**WORKING ENVIRONMENT**

Kitchen and cafeteria environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

**PHYSICAL DEMANDS**

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and count money.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/1/2004

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