

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

### **JOB TITLE:** Food and Nutrition Assistant I

(Positions under 7 hours)

### **DESCRIPTION**

To assist with the preparation, set-up, serving, and selling of school breakfast, lunch and ala carte food items as assigned. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class normally performs the more routine functions of food preparation and serving tasks as assigned and coordinated by the Food and Nutrition Lead or Food and Nutrition Assistant II.

### **SUPERVISOR:** Food and Nutrition Supervisor

### **TYPICAL DUTIES**

1. Prepares or assists in the preparation of a variety of breakfast, lunch and supper items.
2. Prepares or assists in the preparation of food for serving within established time constraints.
3. Maintains assigned work areas and serving counters in a clean, neat, orderly, and sanitary condition.
4. Operates and cleans a variety of food service equipment and machines including warmers, stove, ovens, slicers, steamers, and mixers.
5. Scrubs, sanitizes, and stores pots and pans, utensils, trays, and dishes.
6. Serves food in individual portions to students meeting State and Federal guidelines.
7. Sets up Point of Sales.
8. May assist in the inventory of stored, refrigerated, and frozen food as assigned.
9. Performs under the coordination and monitoring of the Food and Nutrition Lead or Food and Nutrition Assistant II on a day-to-day basis.
10. Responsible for driving and keeping gas in transport vehicles; responsible for keeping vehicles clean and reporting any problems to supervisor.
11. Determines reimbursable meal eligibility and utilizes school food operations meal claiming system to record meals and ala carte items on computer following site Collection Procedures.
12. Maintain punctual and consistent attendance.
13. Follow District standards for dress, proper use Personal Protective Equipment, and hygiene standards for Food & Nutrition Services.
14. Performs other duties similar to the above in scope and function as required.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Basic principles and methods of quantity food preparation and service;

- Basic institutional baking and cooking practices and methods;
- Basic sanitation and safety procedures associated with food preparation operations;
- Safe and proper operation of equipment machines, and utensils used in quantity food preparation and serving operations.

**Ability to:**

- Understand and follow both oral and written instructions;
- Prepare and bake a variety of foods in large quantities and within established time constraints;
- Apply proper sanitation and safety requirements associated with food preparation and serving operations;
- Operate quantity food preparation and serving appliance machines and equipment in a safe and effective manner;
- Monitor the work of student helpers;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Reach overhead, above shoulders and horizontally;
- Bend at the waist, kneel or crouch;
- Use proper lifting methods;
- Hear and speak to exchange information;
- Ability to read printed materials.
- Utilize safe driving practices.

**EDUCATION & EXPERIENCE & REQUIREMENTS**

- High school diploma or equivalent;
- Valid California Driver's License and evidence of insurance;
- TB test clearance;
- Criminal Justice fingerprint clearance.
- Pass District's Food and Nutrition Exam
- Valid Servsafe Handler certificate, or ability to obtain during the six-month probationary period.

**MEDICAL CATEGORY**

- Moderate physical exertion associated with the ability to lift, carry, push, pull, or climb.
- Capability for sustained physical work; required strength and endurance associated with heavy physical effort.
- Physical effort while performing continuous moderate lifting.
- Exposure to diverse temperature ranges including freezer temps and hot utensils and hot water.
- Exposure to loud noises & hot temperatures from dishwashers, cooking equipment, and disposals.
- Ability to see, hear, & speak exchange information and identify hazards.
- Lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.

Board Approved August 17, 2022