

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

**JOB TITLE:** Food and Nutrition Assistant II  
(Positions of 7 hours or more)

### **DESCRIPTION:**

Under the direction of the Food and Nutrition Lead, to prepare, cook and bake a variety of foods in large quantities and according to established recipes, menus, and governmental and nutritional guidelines. Includes the serving of meals, cleaning equipment and preparation area, train and provide work direction to assigned staff. Employees in this classification receive general supervision within a framework of standard policies procedures. Performs the full variety of advanced journey level functions within established time constraints. This job class requires institutional cooking and baking skills, organizational skills, and attention to detail.

**SUPERVISOR:** Food and Nutrition Supervisor

### **TYPICAL DUTIES:**

1. Assist in preparing food following oral or written directions; may include cutting fruit, opening cans, making sandwiches, or warming prepared food, etc.
2. Prepare, set-up, sell and serve breakfast, lunch, ala carte and supper to students and staff if needed.
3. Receive and calculate daily lunch counts.
4. Enter sales, pre-pays and student updating on computer; count money, make change, total and prepare end of day reports.
5. Wash and store kitchen equipment; maintain utensils, equipment and serving areas in a clean and sanitary condition throughout the day with complete sanitizing at the day's end.
6. Utilize dishwasher and oven.
7. Receive and store deliveries/supplies; rotate stock, assist in keeping a running daily and end of month inventory.
8. Responsible for driving and keeping gas in transport vehicles; responsible for keeping vehicles clean and reporting any problems to supervisor.
9. Follow menus and standardized recipes to prepare large quantities of food for meals.
10. Organize preparation with supplies and time as efficiently and economically as possible.
11. Assist the lead with record keeping and required reports, i.e., end-of-month reports, menu production records and temperature log.
12. Assist the lead in the orientation of new employees.
13. Assist lead with directing the work of kitchen staff.
14. Serve as second-in-charge and may serve as Food and Nutrition Lead in their absence.
15. Maintain punctual and consistent attendance.
16. Follow District standards for dress, proper use Personal Protective Equipment, and hygiene standards for Food & Nutrition Services.
17. 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;
- 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.
- Count money, make change, perform mathematical calculations and keep records accurately
- Work effectively and efficiently with minimum supervision
- Utilize safe driving practices
- Perform duties with a demanding schedule
- Operate a computer and printer as needed to perform job duties.

**EDUCATION & EXPERIENCE & REQUIREMENTS**

- High school diploma or equivalent;
- Valid ServSafe Manager Certificate
- Pass District's Food and Nutrition Exam
- Valid California Driver's License and evidence of insurance;
- TB test clearance;
- Criminal Justice fingerprint clearance.

**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.
- Lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.
- 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.