

CHILD NUTRITION WORKER II

JOB SUMMARY

Under general direction , at an elementary site, responsible for the on-site setting up serving and sanitation of the meal program. Liaison between school site and Child Nutrition Department. Provide on-the-job training and work assignments to Child Nutrition Worker I's and student helpers. Give input to the evaluations of Child Nutrition Worker I's regarding work performance/attendance. Prepare accurate bank deposits, accounting records and food/supply orders. At a middle school, assist the Lead worker in food preparation in varied menu items, kitchen sanitation, station set up and accurate book keeping for the middle school meal program at a heat and serve facility. Under general direction, prepare daily bank deposit(s) and assist in on-the-job training and coordinating the work of multiple Child Nutrition Worker I's and student helpers and may provide input to the evaluations regarding work performance/attendance. Substitute in the absence of the Middle School Lead Worker.

TYPICAL DUTIES

Receive and store food and supplies. Following standardized recipes and menus, assist in the preparation, cooking, and/or serving of a variety of food, beverage, and bakery items; maintain banks, act as cashier, update student rosters, and prepare daily reports on the number of meals served and monies collected; prepare accurate bank deposit statements; estimate quantities of fresh produce, dairy supplies, and other supplies required; take inventory of supplies and food items; order, receive, and store food and supplies; maintain proper care and sanitation of equipment for the operation; operate standard kitchen equipment such as ranges, ovens, mixers, slicers, and mobile hot food carts. Assign work to entry level Child Nutrition Workers and student helpers. Provide input for performance evaluation on entry level Child Nutrition Worker under your direction; attendance and performance; setup serving areas; order dairy products and serving supplies; ensure the temperature on the hot cart remains constant and accurate, taking and recording the temperature, according to HACCP guidelines, at the time the hot cart is delivered to the school site, make adjustment to the temperature gauge if consistency is not being maintained. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include one year experience in food preparation, kitchen maintenance and handling cash transactions. Must obtain a Food Handler's Certificate within the probationary period.

Knowledge of:

Proper methods of preparing and storing foods (including proper food temperatures) in large quantities; use and care of institutional kitchen equipment and utensils; proper cleaning and sanitizing methods; kitchen safety; cash collection and record keeping procedures; training and coordinating the work of others.

Ability to:

Prepare accurate reports and records; coordinate all activities related to the serving of a wide variety of foods in large quantities; count and make change accurately; work under pressure of meeting deadlines; maintain sanitary standards; perform a variety of cleaning duties; train and coordinate the work of entry level Child Nutrition Workers and student helpers; establish and maintain effective working relationships with public, staff, and students.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screening certifying this ability.

WORKING CONDITIONS

May be exposed to extreme hot and cold temperatures, either while cooking or storing/retrieving items from the freezer. Lifting, pushing/pulling moderately heavy and/or bulky items. Exposure to loud noises. Extended periods of standing.