

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: CHILD NUTRITION SERVICES II****BASIC FUNCTION:**

Under the direction of a supervisor, prepare, cook and package food items at site, catering or Central Kitchens for distribution to sites; utilize specialized machines in the quantity packaging of food items; maintain the central kitchen, equipment and utensils in a clean and sanitary condition.

**DISTINGUISHING CHARACTERISTICS:**

The Child Nutrition Services II incumbents are typically assigned to a site, catering or Central Kitchens. Incumbents assist in quantity preparation, distribution and serving of food.

**ESSENTIAL DUTIES:**

- Prepare, cook and package various foods according to recipes and ensure storage at appropriate temperatures.
- Assist with the preparation of foods within established timelines to ensure on-time distribution.
- Maintain food service facilities and equipment in clean and sanitary condition. Operate dishwashers and assist with the set-up staging and break-down.
- Prepare food and beverage for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods; assist in the receipt, storage and rotation of food items and supplies in storage areas; assist with mean counts and inventories.
- Perform cashiering duties as assigned; count money and make correct changes; operate a computer to perform transactions and input data as assigned; communicate with students and staff to exchange information.
- Operate specialized equipment including but not limited to kettles, ovens, and steamers.
- Operate washer and dryer.
- Maintain records related to assigned activities including logs for inventory, temperatures and cleaning.
- Assist in regular and periodic inventories and restocking.
- Assist with catering event duties including set-up, serving and clean-up.
- Assist in communicating with staff and outside agencies to exchange information to coordinate activities and resolve issues.

**OTHER DUTIES:**

Perform related duties as assigned.

Perform any of the duties listed in Child Nutrition Worker I.

**KNOWLEDGE/ABILITIES:**

Techniques involved in quantity food preparation and packaging.

Operate standard and specialized kitchen equipment safely and efficiently.

Follow health and sanitation requirements.

Communicate effectively both orally and in writing.

Maintain accurate records related to work performed.

Read and interpret records to determine proper food quantity specifications.

Meet schedules and timelines.

Operate a computer and software.

Accurately perform basic mathematical computations and cashiering skills.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and one (1) year of food preparation, service, and kitchen maintenance functions in a commercial, institutional, or school food service facility.

**LICENSES AND OTHER REQUIREMENTS:**

Valid and appropriate food handler certificate(s), TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS/HAZARDS:**

Stand for extended periods of time.  
Hear and speak to exchange information.  
Lift, carry, push or pull objects weighing up to 50 pound and over 51 pounds with assistance.  
Dexterity of hands and fingers to operate food service equipment.  
Reaching overhead, above shoulders and horizontally.  
Bend at the waist, kneel or crouch.  
See to monitor food quality and quantity.  
Exposure to very hot foods, equipment, metal objects and heat from ovens.  
Work around knives, slicers or other sharp objects.  
Exposure to cleaning chemicals and fumes.