



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

NUTRITION CENTER ASSISTANT

JOB SUMMARY

Personnel in this position are assigned to the Nutrition Center and perform their duties under the direct supervision of the production supervisor; may be required to use more complex high volume production equipment, may assist in the receiving, storing, preparing, selling, and serving of foods in a school cafeteria in accordance with prescribed menus, established procedures, and safe food-handling practices; maintain food service facilities and equipment in a clean, sanitary, and orderly condition; and do other related work as may be required.

ESSENTIAL FUNCTIONS

- Assist in the planning, receiving, storing, preparing, selling, and serving of hot and cold food items in accordance with prescribed menus, established procedures, and safe food-handling practices;
- Ensure the distribution of safe food by practicing established safe food-handling techniques and procedures;
- Follow department's standard operating procedures;
- Perform cashiering duties;
- Operate a variety of equipment, utensils, and machines used in school cafeterias including, but not limited to, commercial ovens, rethermalization units, food warmers, microwave ovens, and steamers.
- Wash dishes, utensils, pots and pans;
- Clean, rinse and sanitize counter tops and kitchen equipment;
- Periodically sweep and mop floors and clean hoods and filters;
- Follow safe and sanitary procedures and practices;
- Perform simple maintenance;
- Report unsafe, unsanitary conditions or malfunctioning equipment to supervisor;
- Comply with the District's code of ethics;
- Assist in the preparation and packaging of food items for distribution to district serving sites. These items include but are not limited to entrees, salads, fruits, vegetables, and assorted bakery items;
- Assist in requisition, receiving and storing of food, supplies and materials;
- Assist in maintaining inventory control and operational records;
- Prepare ingredients for recipe production;
- Assist in the preparation of meals for catering and other special functions;
- Operate and a variety of Nutrition Center equipment, utensils and machines used in quantity food production including but not limited to commercial ovens, over wrap machines, rotation rack ovens, mixers, bowl lifts, dough dividing equipment, extruder, slicing machines, various packaging machines.
- Clean and maintain equipment and facilities utilizing but not limited to pressure cleaner, cart wash, pneumatic equipment;
- Prepare and maintain a variety of Nutrition Center records and reports including inventory transport records and production records utilizing a computer when necessary;
- Assist in development and standardization of recipes;
- Assist in preparation and testing of new products;
- Safely operate, move and handle equipment.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Principles and methods of quantity food preparation, distribution, and storage.
- Institutional kitchen equipment and utensils.
- Safe food-handling practices and procedures in accordance with HACCP guidelines.
- Basic arithmetic, measures, and record keeping.

NUTRITION CENTER ASSISTANT (Continued)

EMPLOYMENT STANDARDS (continued)

Knowledge of (continued)

- Work simplification methodology.
- Safe work practices.

ABILITY TO:

- Operate a variety of cafeteria and kitchen equipment, utensils, measuring devices and machines.
- Read and follow recipes;
- Count money, make change and to operate or learn to operate a cash register;
- Perform simple mathematical calculations, count money and make change with speed and accuracy;
- Complete assignments within the allotted time with minimal supervision;
- Independently perform assigned responsibilities on own initiative without close supervision;
- Understand and use work simplification methods to maximize production;
- Exhibit manual dexterity including the simultaneous use of both hands and arms;
- Work in a wide range of temperatures;
- Remain focused on tasks and maintain work pace;
- Accept new ideas and changes enthusiastically;
- Understand and follow written and oral instructions, including recipes, procedures and correspondence;
- Follow directions and prescribed work practices;
- Keep and maintain records;
- Establish and maintain cooperative and effective working relationships with others;
- Be flexible to changing work schedules and patterns;
- Maintain good personal hygiene;
- Adhere to established dress code and district appearance standards;
- Support district standards and operating procedures;
- Be punctual and maintain a good attendance record;
- Support team members;
- Maintain food handlers operating permit;

EXPERIENCE

Some paid experience in preparation of large quantities of food is desirable; possession of the knowledge and abilities listed above.

REQUIRED LICENSES AND/OR CERTIFICATES

Current County of Riverside food worker's certificate or California approved food safety certificate must be obtained prior to first day of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

Physical Demands: Stand, bend, & twist (up to continuously); reach, push, pull, look downward (frequently); walk, stoop, kneel (occasionally); squat, climb, operate foot controls (infrequently); lift/carry up to 55 pounds (frequently); grasp/manipulate food items/equipment (frequently); use seeing, hearing (continuously) and speaking (occasionally).

NUTRITION CENTER ASSISTANT (Continued)

EMPLOYMENT STANDARDS (continued)

Working Conditions: Work indoors & outdoors, may travel to alternate sites. Exposure to: cold/heat from freezers, refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Classified Bargaining unit position

Revision 4/13/07