

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)



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## Job Description

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<b>POSITION TITLE:</b>	Nutrition Services Assistant
<b>SALARY PLACEMENT:</b>	Non-Represented Salary Schedule

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### SUMMARY:

To assist in coordinating and supervising the Nutrition Service Operations, services, and activities at all the District schools and facilities (K-12), to organize and assists with the activities and operations of a site food preparation facility, to assist with breakfast, lunch and catering programs, and to do related work and documentation as required.

Employees in this classification receive general supervision within a framework of well-defined policies and procedures. An employee in this classification is responsible for assisting and training, the work of Nutrition Services staff throughout the District.

### SUPERVISOR:

This position reports to the Director of Nutrition Services and/or the Nutrition Services Operational Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Acts as liaison between site staff, parents, students, and Nutrition Services; including written notification of student account status and distribution of written policies and procedures.
2. Assists with the planning, training and assigning of Nutrition Services work schedules.
3. Audits Menu Production Sheets. Trains site personnel on proper procedures for filling out Production sheets and order guides.
4. Assists and coordinates with the Nutrition Services Director in the creation of promotional materials and software presentations for marketing for Nutrition Services.
5. Assists with the orders and inventory, and reviews weekly Menu Production worksheets for accuracy.
6. Coordinates and supervises all District BBQ's and after hour caterings and communicates with Principals and other staff members.
7. Handles/prepares for caterings during school year and summer.
8. Maintains high customer service and communication standards.
9. Assist with calling subs to work at sites and updates site personnel of the changes.
10. Maintains high standards of sanitation and safety.
11. Under the guidance of the Director of Nutrition Services or assignee, assists in the School Nutrition Program (SNP) Site Monitoring Review annually and in processing and auditing free/reduced applications. Performs manual and software procedures to maintain necessary information for financial accounting including point of sale meal and revenue reporting, free and reduced meal monitoring and keeping inventories, records and cash as required.
12. Attends meetings as required. Participates in interviews and the selection process of new employees.
13. Requisitions and monitors food and supplies for assigned site within the established guidelines for meeting district menu compliance, projected food costs and minimizing waste.

14. Input food-related allergies into database for Nutrition Services.
15. Establishes, posts information, distributes, and maintains a variety of reports and records related to the Nutrition Services.
16. Prepares routine forms and reports associated with Nutrition Services as required.
17. Collects money, balances record sheets, and makes deposits for the purpose of maintaining accurate records and compilations of all monies for armed car pick up and complying with related policies and regulations.
18. Processes receipts for petty cash counts,

**Knowledge of:**

- Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional food service operations.
- Standard principles of operation and use of equipment, machines, and utensils used in large quantity food preparation and serving.
- Safe work practices.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Basic recordkeeping practices and procedures.
- Food handling, food preparation and use of cafeteria equipment
- Mathematical operations.

**Ability to:**

- Understand, give, and carry out both oral and written directions.
- Exhibit manual dexterity, and learn to perform simple cooking duties.
- Supervise and assist in the preparation of a variety of foods in large quantities and within established time constraints.
- Safely use and operate Nutrition Services appliances and equipment in an effective manner.
- Read and write at the level required for successful job performance.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Make change accurately.
- Prepare, serve, and package food items as assigned.
- Establish and maintain cooperative working relationships with other Nutrition Services and those contacted in the course of work.
- Manual or computer software applications for point of sale mean and revenue reporting and free and reduced meal monitoring.

**EDUCATION:**

High School Diploma or equivalent

**EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous nutrition services experience in a school environment desirable.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Driver's License  
ServSafe certification or equivalent

**PHYSICAL REQUIREMENTS:**

Frequently sits, stands, and walks for extended periods; stoops, kneels, and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift, push, and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of ovens, steamers, mixers, slicers, choppers, steam tables, microwave ovens.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

Work is normally performed in an office and/or a kitchen environment; exposure to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; works around equipment with moving parts; regular exposure to wetness and moisture; some exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

Adopted Date: May 18, 2016

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**