

Rocklin Unified School District

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



Job Description

POSITION TITLE:	Nutrition Services Worker II
SALARY PLACEMENT:	Classified Salary Schedule California School Employees Association

SUMMARY:

This position will coordinate elementary (TK- 6) Nutrition Services Workers; organize, and guide employees; point of sale; activities and the operations of a site food preparation facility; to independently perform food ordering; to monitor and coordinate all site work; to participate in and watch over the cooking, preparation, storage, sale, and serving of a variety of foods in large quantities; to train and guide the work of other nutrition services staff; to coordinate breakfast, lunch; to accurately count and deposit all money collected from point of sale and to do other 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 the accurate accounting of cash received.

SUPERVISOR:

Director of Nutrition Services and/or 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. Is the liaison between site staff, parents, students, and nutrition services at assigned site, including written notification of student account status and distribution of written policies and procedures.
2. Coordinates for food preparation and customer service needs for reimbursable meals, a la carte sales and all assigned site functions.
3. Responsible for the preparation, assembling, heating and portioning food items for the breakfast and/or lunch programs.
4. Establishes serving counters, serving lines, and/or serving areas with appropriate food items, napkins, condiments, beverages, and supplies.
5. Cleans serving areas; cleans kitchen, refrigerators, freezers, and related cooking equipment; washes dishes for the purpose of maintaining sanitary conditions.
6. Operates and cleans nutrition services equipment and machines such as slicers, choppers, can openers, dishwashers, warmers, ovens, steamers, mixers, etc.
7. Maintains high customer service and communication standards.
8. Maintains high standards of sanitation and safety.
9. Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritional value for assigned site.
10. Under the guidance of the Director of Nutrition Services or designee, assumes responsibility for the quality and quantities of food needed to meet USDA, State, and district menu requirements at assigned site.
11. Perform manual and software procedures to maintain necessary information for financial accounting including point of sale meal and revenue reporting; free and reduced meal monitoring, inventory, records, and cash as required.
12. Monitors compliance with district policies and procedures required for time sheets, absence slips, and other personnel records at assigned site.

13. Attends meetings as required.
14. Requisitions and monitors food and supplies for assigned site within the established guides for meeting district menu compliance, projected food costs, and minimizing waste.
15. Responsible for opening kitchen, turning off the alarm, and preparing the work site for daily activities.
16. Completes daily production sheets, maintains records related to food served, prepared, and sold including menu production sheets and inventory records and performs necessary calculations and prepared related routine reports.
17. Establishes, posts information, distributes, and maintains a variety of reports and records related to the Nutrition Services Program.
18. Prepares routine forms and reports associated with nutrition services at assigned schools.
19. Collects money, balances record sheets, and makes deposits for the purpose of maintaining accurate records and complying with related policies and regulations.
20. Monitors students' food choices for the purpose of meeting mandated requirements and ensuring a complete meal is served.

Knowledge of:

- Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional nutrition services 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.
- Manual or computer software applications for free and reduced meal monitoring and point of sale.
- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Relevant State and Federal laws, regulations, and procedures.
- Food handling, food preparation, and use of cafeteria equipment.

Ability to:

- Exhibit manual dexterity and learn to perform simple cooking duties.
- Guide and participate 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.
- Understand and follow both oral and written directions.
- 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 those contacted in the course of work.

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:

- Prior nutrition services training and experience in quantity food preparation and serving in a school environment or equivalent is desirable.
- Previous experience in supervising nutrition services works using verbal and written communication to direct employees or equivalent is 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 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: May 21, 2003
Revised: June 18, 2008
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Adopted: June 21, 2023

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org. The Rocklin Unified School District maintains a tobacco-free, drug-free environment.