

## PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

### NUTRITION SERVICES WORKER

#### DEFINITION

To assist in preparing and serving foods; to clean kitchen equipment and utensils; and to do related work as required.

#### DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Nutrition Services series. Positions assigned to this class can be distinguished from higher level classes by lack of lead supervision responsibility and by performance of the more routine food preparation and serving duties.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff. Receives technical and functional direction from lead.

#### EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assists and prepares all foods necessary for service. Sets up food and equipment for serving. Clean and store utensils, cafeteria equipment, food supplies and disposes of refuse. Assists in the operation of all kitchen equipment as necessary. May assist in the inventory process, receiving and storing inventory as needed. Operates computerized point-of-sale equipment, cash register, and makes change and balances. May set up mobile food carts. Performs related duties as assigned.

#### QUALIFICATIONS

##### Knowledge and Abilities:

Knowledge of basic methods of preparing and serving foods in large quantity. Basic knowledge of office equipment as needed in the course of daily work. Ability to operate basic

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computerized systems (ie: register, Point of Sale). Ability to count and maintain accurate records of monies and cash receipts. Knowledge of principles of sanitation and food safety. Knowledge of basic kitchen utensils and equipment. Ability to learn to operate cafeteria equipment. Ability to read, write and communicate in English. Ability to understand and carry out oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Some food service experience is highly desirable.

Training and Certificates:

Equivalent to completion of the eighth grade is desirable.

License and Other Requirements:

Ability to obtain Food Handling Permit within the first 90 days of employment.

Salary:

Range 13

Reviewed and Agreed to by:

Date: 11/2018