

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: April 21, 2010  
Salary Schedule: 34, Row: 19

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **JOB TITLE: LEAD NUTRITION SERVICES ASSISTANT**

#### **JOB PURPOSE STATEMENT:**

Under the direction of the Director of Nutrition Services or Designee, monitor and oversee the food service programs and staff of an assigned area of the district; provide technical guidance and training to food service employees and others to ensure compliance with nutritional requirements of governmental regulatory agencies and the district.

#### **JOB FUNCTIONS: \*\* Functions specific to Lead Nutrition Services Assistants**

- \*\*Assign duties, responsibilities and work stations to employees in accordance with work requirements.
- \*\*Train workers in food preparation, service, sanitation and safety procedures.
- \*\*Monitor budgets and payroll records, and review financial transactions in order to ensure that expenditures are authorized and budgeted.
- \*\*Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- \*\*Prioritize workload and conflicting demands.
- Assist with menu planning and marketing of all food items.
- Assist in processing school lunch applications.
- Maintain production records to determine food usages and accurately forecast future food production to reduce food waste.
- Maintain accurate Management/Financial Control Records such as daily sales, inventory, requisitions, and production sheets.
- Assure accuracy of daily cash receipts, count and wrapping of money, preparing bank deposit slips along with daily report of meals served.
- Work with school site administration and staff to resolve food/cafeteria related issues.
- Participate in a variety of nutrition service duties as needed, including ordering,

JOB FUNCTIONS – continued

receiving, inventory, cooking and serving to assure timeliness and accordance with fixed timetables.

- Assist in the preparation of food items following standard procedures.
- Use manual and/or electric appliances to clean, peel, slice, and trim foods.
- Serve food items to students and staff according to established procedures.
- Replenish foods at serving stations, salad bars and buffet meals.
- Prepare lunch carts for service at designated sites on campus.
- Unload carts for service at designated sites on campus.
- Operate a la carte locations and sell food to students.
- Operate a point of sale computer station.
- Receive cash and make change.
- Make simple arithmetic computations.
- Operate a cash register as needed.
- Operate a variety of kitchen equipment including mixer, slicer, steamer, dishwasher, warmer, oven and others.
- Inform Director of Nutrition Services when supplies are getting low or equipment is not working properly.
- Wash pots and pans in three compartment sink.
- Clean, wash and sanitize counters, steam tables, and other equipment.
- Remove trash and clean kitchen garbage containers.
- Assist in storage and inventory of food service supplies and materials.
- Store food in designated containers and storage areas to prevent spoilage.
- Maintain food service equipment and facilities in clean and sanitary conditions.
- Operate standard kitchen equipment, appliances and utensils in a safe and efficient manner.

JOB FUNCTIONS – continued

- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Maintain consistent, punctual and regular attendance.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation, write, and read in English.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to 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).
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee.
- Able to demonstrate manual dexterity necessary to operate a computer and other nutrition services equipment in a safe and efficient manner.

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.

JOB QUALIFICATIONS:

Education

- High School Diploma or Equivalent.

Experience

- Three to four years of documented nutrition services experience in a public setting highly desirable. Lead or supervisory experience preferred.

Licenses/Certificates

- Food Handler Safety Certificate required

Licenses/Certificates - continued

- California approved Food Safety Certification required
- Valid Drivers License required
- Physical Examination Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.