



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

NUTRITION SERVICE WORKER III

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform skilled functions and activities in cooking, baking, and salad preparation in large quantities at an assigned site; assists in the leading of Nutrition Services personnel; Maintain Nutrition Services facility at assigned site in an orderly, safe, and sanitary condition; perform other job-related duties as assigned and/or required.

DISTINGUISHING CHARACTERISTICS:

The Nutrition Service Worker III classification is the experienced-level classification within the series. Incumbents assist with leading the work of other Nutrition Services personnel and participate in cooking, baking, and preparing food from scratch. The Nutrition Service Worker I classification is the entry-level class in this series. Incumbents perform routine food service activities at an assigned site. The Nutrition Service Worker II classification is responsible for assisting with cooking, baking, and packaging activities at a central kitchen site.

ESSENTIAL DUTIES:

- Prepare, cook, and bake a variety of foods and baked goods, including cakes, cookies, breads, rolls, vegetables, and a variety of entrees at an assigned site; prepare salad greens and vegetables; prepare proper quantities of food for distribution at assigned site.
- Review recipes and menus; determine appropriate quantity of food items for cooking and baking various food and baked goods; measure and weigh ingredients; calculate, adjust, and extend recipes; maintain food quality standards including appearance and nutritional requirements.
- Maintain food service facilities, equipment, and utensils in a clean and sanitary condition, including the cleaning of utensils, pans, equipment, and kitchen facilities; store kitchen equipment properly; assist with weekly deep-cleaning activities for assigned equipment, food storage areas, and various surfaces.
- Train and provide work direction to assigned personnel; review work according to established guidelines; assist with training substitute personnel as needed.
- Assist with serving as a lead and coordinate the work direction of Nutrition Services personnel; plan, lead, and participate in the preparation and serving of school meals; provide technical input for the employee performance appraisals as requested.
- Monitor students in the various serving lines.
- Maintains inventory control and in the requisitioning of foodstuffs, supplies, and materials; assist in the storage and rotation of supplies in storage areas.
- Prepare and maintain records and reports related to assigned activities including menu production for breakfast, lunch, snack program, and Saturday school, and cash ledger reports.
- Assist with developing work assignments; arrange substitute coverage as needed.
- Communicate with administration, personnel, students, and parents to coordinate activities, exchange information, and resolve issues or concerns.

- Perform routine cashiering duties, including counting cash receipts and maintaining simple records.
- Operate and utilize a variety of kitchen equipment and utensils including a slicers, warmers, refrigerators, freezers, and other equipment or utensils; operate a computer, and assigned software.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDE OF:

- Methods, procedures, and techniques of cooking, baking, and salad making in large quantities.
- National lunch and breakfast program requirements.
- Sanitation and safety practices and procedures.
- Standard food service appliances and equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Basic math.
- Oral and written communication skills.
- Basic recordkeeping techniques.
- Proper lifting techniques
- Operation of a computer and assigned software.

ABILITY TO:

- Cook, bake, and prepare salad greens and vegetables skillfully.
- Provide timely service of foods for students and staff at an assigned school site.
- Adhere to large quantity food preparation and preparation standards.
- Follow, adjust, and extend recipes.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Adhere to sanitation practices related to the handling and serving of food.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Establish and maintain cooperative working relationships.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain records and prepare reports.
- Perform mathematical calculations.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree; supplemented by training or course work in nutrition and in safety and sanitation procedures.

EXPERIENCE:

Four years of experience in quantity baking, cooking, salad preparation, and food service facility maintenance in a commercial, institutional, or school food service facility and two years in a lead capacity. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- An approved and accredited Food Safety Certificate is required at time of employment and must be renewed every five years.
- Valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment. Subject to heat from ovens.

PHYSICAL ELEMENTS:

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

- Will frequently exert 25 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects
- Will walk or stand for extended periods of time; will be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step ladder, stairs and ramps
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing written and oral information, both in person and over the telephone
- Must possess the manual dexterity to operate equipment and use hand tools, and to handle and work with various objects and materials

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

POTENTIAL HAZARDS:

Heat from ovens. Exposure to very hot foods, equipment, and metal objects. Working around knives, slicers or other sharp objects. Exposure to cleaning chemicals and fumes.

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