



PITTSBURG UNIFIED SCHOOL DISTRICT

CHILD NUTRITION ASSISTANT II

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to perform responsible tasks in the preparation and serving of food in a cafeteria; to act as an assistant manager, satellite kitchen manager or snack bar manager; and to perform all related duties assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are distinguished by those in the lower rated classification of Child Nutrition Assistant I by being assigned responsibilities either as an assistant cafeteria manager or as the manager of snack bar or satellite kitchen. Incumbents in these positions typically perform more responsible duties in the areas of food preparation, requisitioning of food and supplies, and record keeping.

EXAMPLES OF DUTIES:

A. Snack Bar Positions:

- Prepares sandwiches, box lunches, soups, milk shakes and other items for sale at a school snack bar
- Orders snack items and paper products for the snack bar
- Prepares cash boxes for use at the snack bar windows
- Sells food and records quantities sold
- Keeps windows stocked with necessary items for sale
- Trains and supervises student workers
- Accepts and signs for deliveries
- Takes periodic inventories of food and equipment
- Cleans snack bar area and equipment
- May prepare bank deposits
- May assist in implementing a school nutrition program
- Performs all other related duties as assigned.

B. Assistant Manager/Satellite Manager Positions:

- Assists a Cafeteria Manager in the preparation of main dishes and baked goods
- Prepares and cooks a variety of meat and vegetable dishes
- Prepares and cooks entrees, soups, vegetables, gravies, meat dishes or other main dishes
- Bakes pies, cakes breads, cookies, rolls, and other bakery products
- Estimates, requisitions and stores needed foods and supplies
- Serves and sells food

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EXAMPLES OF DUTIES:

B. Assistant Manager/Satellite Manager Positions: (cont.)

- Assists in taking inventories and preparing records and reports
- Maintains child nutrition areas, facilities and equipment in a clean and sanitary condition
- Instructs and supervises assistants or student workers
- Collects money, makes change and prepares receipts
- Maintains records
- Substitutes for a Child Nutrition Manager in his/her absence
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Methods of preparing and baking food in large quantities
- Standard liquid and dry measurements
- Standard safety practices and procedures related to the preparation and serving of food, sanitation laws and practices
- Standard kitchen equipment and utensils
- Inventory keeping, estimating and ordering procedures

Ability To:

- Supervise a kitchen in the absence of the manger
- Cook and bake a wide variety of food in large quantities
- Operate commercial kitchen equipment and appliances
- Lift moderately heavy containers of food or supplies
- Requisition appropriate amounts of food and materials
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work

Training & Experience:

One year of experience in the cooking, preparation and serving of large quantities of food; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Physical:

Good physical conditions as determined by pre and post employment inquiries and health reports.

Revised: March 14, 2006

Board Approved: April 12, 2006