

**Escondido Union High School District
Job Description**

Job Title: Student Nutrition Assistant / Catering / Vending
Employee Unit: Classified Bargaining Unit
Job Family: Student Nutrition
FLSA Status: Nonexempt
Salary Level: 15
Approved By: Board of Education
Approved Date: September 8, 2015

NATURE OF WORK

Works as part of a team to provide safe and appealing food service to students at nutrition breaks, breakfast, and lunch at various sites. Provide catering and vending as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Serves food items to students, collects money, and makes change.

Oversees, plans, organizes, and coordinates specialized district catering services for special events, school organizations, vending programs, etc. as needed

Assists in reviewing catered orders and customer activity reports for billing purposes.

Orders supplies and food items for catering, NSLP / SBP and vending program.

Completes daily meal production records.

Balances cash daily and prepares money for deposit.

Operates and fills vending machine with the knowledge to adjust settings.

Monitors sales to determine adjusting of prices and quantities. Monitors leftovers to determine if production needs to be adjusted.

May prepare marketing materials for products to be sold.

Monitors refrigerator temperatures and temperature logs.

Maintains clean and sanitary work stations.

Cleans, chops, slices, grates, mixes, and assembles ingredients in preparing main entrees, side dishes, baked goods, and desserts as needed.

Operates a variety of commercial kitchen equipment including mixers, ovens, slicers, and warmers.

Summer Responsibilities: May provide catering services as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); some experience in food service helpful. Experience or demonstrated ability to make and count change is essential. Minimum two years catering experience in school setting.

KNOWLEDGE OF

Use and care of vending machines, ranges, ovens, and other kitchen equipment; modern methods of quantity food preparation and serving; reading and writing communication skills; interpersonal skills using tact, patience, and courtesy; computer applications and ability to learn specialized software.

ABILITY TO

Read and understand simple instructions, label menus, short correspondence, and memos; complete forms; effectively answer questions or provide information to students and other employees; work effectively in fast-paced environment and under stringent timelines; use computerized "touch pads"; work cooperatively as part of a team, be flexible and adaptable to change; apply common sense understanding to carry out instructions furnished in written, oral or schedule form; deal with problems involving several concrete variables in standardized situations. Communicate with district personnel and others regarding special food service requests. Ability to apply basic math skills.

Drive district vehicle daily to load and deliver pre-packaged meals, supplies, or equipment to sites

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a food handler's card and valid California Class C driver's license. Must meet district vehicle and liability insurance requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS

The person assigned to this position must be organized and a multitasker. Must demonstrate a genuine liking for adolescents and to treat them in a friendly, respectful manner and relate to a variety of adult personalities. Must be professional in demeanor and attire and perform under close timeline.