San Leandro Unified School District
Job Description

Nutrition Assistant II

Definition

Under general supervision, assumes a skilled level of responsibility in food preparation techniques and services. Performs job related duties as required. Incumbents must become Serve Safe Certified within 3 months of accepting this position and maintain certification throughout employment as Nutrition Assistant II.

Representative Duties and Responsibilities:

- Cooks main dishes, prepares vegetables, salads, sandwiches and other foods following standardized recipes
- Makes adjustments to recipes for quantities needed
- Makes sure all food components are served in accordance with USDA guidelines
- Coordinates work schedules to meet student serving timelines
- Assists in setup and cleanup of menu items
- Prepares USDA required Menu Production Worksheets
- Responsible for inventory and ordering
- Accepts and organizes deliveries
- Assists in cleaning and storing cafeteria equipment and food supplies
- Ability to operate Point of Services (POS) computer system
- Prepares daily deposits and enters data in the computer system
- Works with site/district staff and parents
- Maintain safe and sanitary conditions in the kitchen and serving area
- Assume responsibility to report student concerns and issues
- Other duties related to this position as assigned by Supervisor

Qualifications:

Education and Experience

- High School Diploma or equivalent
- Two (2) years experience as Nutrition Assistant I or equivalent experience
- Serve Safe Certificate
- Pass District Qualifying Test

Knowledge of:

- Knowledge of proper methods of preparing and cooking foods in large quantities
- Sanitation principles applicable to food service kitchen maintenance
- Proper operations and care of commercial kitchen equipment
- Knowledge of USDA regulations and nutrition guidelines
- Ability to cook and bake skillfully

Ability to:

- Understand and carry out oral and written instructions
- Make mathematical calculations necessary to adjust quantities as needed

Licenses and Other Requirements:

- Pass District Qualifying Test

Working Conditions and Physical Requirements

- Kitchen environment
- Occasionally needed to assist with meeting room settings

Frequency Key; None (1); Occasional – up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	4		Lift/carry 0-5 lbs	4
Twist	4		Lift/carry 0-15 lbs	4
Squat	4		Lift/carry 0-30 lbs	2
Kneel	4		Lift/carry 0-45 lbs	1
Climb	1		Stand	4
Reach above the shoulder	2		Walk	3
Grip/Grasp	4		Sit	1
Extend/Flex Neck	4		Drive	1
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	2
Ability to see	4		Ability to hear	4

Range 30

San Leandro Unified Board of Education Date Approved: _____

CSEA – San Leandro Chapter #94 Date Approved: _____

8/12/14

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