



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 94-2023/24
DOCUMENT NO. 86-2023/24
DATED 06/20/2024

CHILD NUTRITION TECHNICIAN

DEPARTMENT/SITE: Child Nutrition Department

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 16

WORK CALENDAR: 206 Days

REPORTS TO: Director – Child Nutrition or
Assigned Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition, the Child Nutrition Technician provides support to the food service activities at an assigned location with specific responsibilities to prepare and serve food items to students and/or school personnel; to operate a section of the kitchen, such as main dish, bakery, or snack bar; and to maintain food service facilities in a safe and sanitary condition. The incumbents in this classification provide the school community with safely and reliably prepared and served food items at breakfast and lunch which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the third level in the Child Nutrition series. Positions in this class perform the full range of child nutrition food preparation and serving functions, duties, and responsibilities, including operating a section of the kitchen and filling in for the Child Nutrition Senior Technician when that position is unavailable. Additionally, this classification is responsible to inspect food items and supplies to ensure product freshness and takes inventory to ensure items are reordered and replenished in a timely manner.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Attends unit meetings, in-service training, workshops for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality, and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- May perform functions of the Child Nutrition Senior Technician, as needed in their absence for the

- purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Methods and procedures to lead and operate a high school cafeteria or central production kitchen
- Operation of computer terminal and point of sale terminal
- Principles and methods of quantity food service preparation serving and storage
- Standard kitchen equipment, utensils, and measurements
- Methods of computing food quantities required by weekly or monthly menus
- Sanitation and safety practices related to transporting and serving food
- Principles of nutrition
- Accurate record keeping techniques
- Principles and practices of training and providing work direction
- Food services software and accountability program
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar spelling, punctuation, and vocabulary
- District organization, operations, policies, objectives, and goals

Skills and Abilities to:

- Adhere to safety practices
- Plan and managing projects and meet schedules with tight deadlines
- Prepare and maintain accurate records
- Operate standard office equipment including computers and assigned software as well as equipment found in a commercial kitchen
- Plan, organize and oversee food service operations at an assigned location
- Estimate food quantities and requisition proper amounts for economical food service
- Operate standard cafeteria equipment and appliances
- Prepare nutritious and appetizing food in quantity as necessary to meet the nutritional needs of students and staff
- Maintain and prepare complete accurate and timely records
- Add, subtract, multiply, and divide quickly and accurately
- Communicate, understand, and follow both oral and written directions effectively
- Work independently with little direction and many interruptions
- Establish and maintain cooperative, effective, and collaborative working relationships with a diverse range of people
- Plan and organize work to meet schedules and timelines
- Train, contribute to evaluations, monitor that district expectations are being met, and regularly support professional growth
- Account accurately for cash transactions

- Learn new or updated computer systems and programs
- Communicate effectively both orally and in writing
- Operate food services software and accountability program
- Inspect and report quality control inconsistencies, such as outdated or expired food products or tainted appearance of food items
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Learn District organization, operations, policies, objectives, and goals
- Participate actively in meeting District goals and outcomes
- Apply integrity and trust in all situations

RESPONSIBILITY:

Responsibilities include: working general direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years working experience in a school food service program; or entree cook or baker with experience. Experience in supervising and delegating others is preferred.

LICENSE(S) REQUIRED:

- None required.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months appointment and failure to do so could result in release
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam D through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Sitting for extended periods of time to prepare reports, place orders, set schedules,
- Dexterity of hands and fingers to operate kitchen equipment
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders and horizontally

- Seeing to assure proper quantities of food
- Hearing of sufficient clarity to receive verbal instructions and food orders and carry them out accurately
- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects