



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 96-2023/24
DOCUMENT NO. 88-2023/24
DATED: 06/20/2024

CHILD NUTRITION SENIOR TECHNICIAN

DEPARTMENT/SITE: Child Nutrition

REPORTS TO: Director of Child Nutrition or
Assigned Supervisor

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 25

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Child Nutrition Director and the supervision of the Child Nutrition Speciality Services Supervisor provides support to the food service activities at a large high school location with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving; confirming that quality and quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements. 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 fifth level in the Child Nutrition series. Positions in this class serve in a lead capacity to provide coordination and direction to lower-level child nutrition workers engaged in preparing and serving meals in a large, institutional-type kitchen and food service area (typically at a high school).

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.

- Collaborates with the Operations Supervisor - Child Nutrition and the Child Nutrition Specialty Services Supervisor regarding cafeteria needs, conditions, and menu changes.
- Ensure the accuracy of daily reports of meals served.
- Ensures proper sanitation, cleanliness, and maintenance of equipment and supplies used in the food service operation thereby providing a safe, clean, and orderly learning and working environment; ensures compliance with safety and sanitation regulations.
- Enters food orders into food service inventory software.
- Estimates and requisitions meal/food quantities, and supplies needed; receive, inspect, verify, and accept delivery of meal/food and supplies; utilize proper methods of storing foods.
- Maintains high-quality food standards related to taste, appearance, and good, balanced nutrition; maintains Federal and state standards related to school food preparation.
- Operates a variety of food production equipment, machines, and tools used in a school cafeteria/

central kitchen for food preparation and serving.

- Plans, organizes, and oversees the food service operations at an assigned high school or central kitchen; oversees the preparation to meet the needs of students and staff and the serving, packaging, and storage of food in accordance with established guidelines and procedures.
- Prepares and maintains a variety of accurate periodic and requested timely reports and records such as inventories, requisitions, daily reports, menu planning, production sheets, recorded meal counts, and delivery of food items from transport records.
- Prioritizes, schedules, and oversees work of assigned personnel; trains, reports discipline needs, and provides input for management's evaluation of assigned staff.
- Provides timely quality service in the serving of meals to students, teachers, and other staff; participates in food preparation and serving as needed, ensuring compliance with serving and portion size requirements.
- 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 a 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 manage 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 under limited supervision, following standardized practices and/or methods, and directing other persons within a work unit. 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:

Three and one-half (3.5) years of experience in quantity food cooking, baking, and preparation and some experience in delegating or supervising employees preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to other district locations for training and meetings and to make bank deposits or transfer funds to the Child Nutrition Department

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 of appointment and failure to do so could result in release
- After an 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 the District's provider at the 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 ensure 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
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents