

TEMECULA VALLEY CHARTER SCHOOL
NUTRITION SERVICES ASSISTANT
JOB DESCRIPTION

THE POSITION: Under general supervision of the Superintendent/Designee and reporting directly to the Nutrition Services Lead, participates in the selling, preparation, cooking, baking, packaging, and/or serving of food in quantity; maintains food service areas, facilities and equipment in a clean and sanitary condition; performs related work as required.

RESPONSIBLE TO: Superintendent/Principal

STATUS: Hourly

Work Year: 9.75 Months (184 Days)

DISTINGUISHING CHARACTERISTICS: This position has responsibility for warming, cooking, preparing, and serving breakfast and lunch food items. Incumbents facilitate cashier/ticket sales and maintain a strict accounting for the same. Assists lead in preparing required reports and cleans kitchen and serving areas. They have responsibility for accounting, safeguarding and banking of monies received; cleanliness of facilities and inventory control. The duties listed below are typical for positions in the class collectively but no one position will necessarily include all these duties.

EXAMPLES OF DUTIES:

- Prepares, cooks, bakes, and/or packages a variety of foods in quantity.
- Receives, inventories and stores foods and supplies.
- Maintains proper care of equipment and sanitation of the kitchen.
- Maintains necessary inventory and other records.
- Receives, safeguards, and banks monies received.
- Serve as cashier.
- Assists with cleaning of general work areas and equipment.
- Deliver meals to classrooms or other locations in case of inclement weather
- Performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

- Methods and materials used in the preparation, transporting, and serving of food.
- Standard safety practices and procedures related to the preparation, serving, and transporting of food.
- Standard kitchen equipment, utensils and measurements
- Basic written and oral English and simple math

Ability to:

- Estimate quantities needed and to order correct amounts for economical food service.
- Prepare, cook and bake a wide variety of food in large quantities.

- Lift 50 lbs and stand for sustained periods of time
- Work efficiently during stressful conditions.
- Do basic mathematical computations and keep required records accurately.
- Make change quickly and accurately.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work
- Maintain reliable attendance
- Interact in a positive, friendly manner with students and staff
- Work as a member of a cohesive, collaborative school team.

Training, Experience, Personal Qualities:

- Equivalent to completion of the twelfth grade; experience in the preparation and serving of large quantities of food, or any combination of training that could likely provide the desired knowledge and abilities
- A food handler's certificate issued by the County Health Department to be obtained at the time of appointment
- Demonstrates evidence of cleanliness, good health, a willingness to work, must be free from communicable diseases
- Good physical condition, stamina to stand and walk on hard flooring for long periods of time, withstand a wide range of temperatures, work with chemical agents, have the strength to lift and carry items weighing up to 50 pounds
- First Aid and CPR will be required upon employment and must be obtained no more than 30 calendar days after the first day of work.

WORK YEAR: 184 days; 5.5 hours/day (Additional time for training days may be required.)

Board Approved: 3-10-2025