

# Job Description

San Ramon Valley Unified School District

## Kitchen Assistant- Production Kitchen

### Purpose Statement

The job of Child Nutrition Assistant- Production Kitchen is done for the purpose of assisting in routine food service activities related to the cooking of food, setting up of cooking areas and the bagging food in the production kitchen that serves all District schools with on-site cooked food from recipes provided by District Nutritionist; assisting in all other processes related to receiving, storing, and distributing large amounts of food and supplies from and to warehouse and to all elementary school sites; providing support to assigned food service activities in production kitchen; and maintaining food production kitchen in a safe and sanitary condition.

This job reports to Assigned Supervisor

### Essential Functions

- Assists with daily record keeping for the purpose of meeting mandated nutritional requirements, codes, and regulations.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans and maintains utensils, equipment, and storage, food preparation areas for the purpose of maintaining functionality and required sanitary conditions.
- Monitors food preparation for the purpose of assisting in maintaining high standards of food preparation, with emphasis on appetizing and appealing meals that meet daily nutritional needs of students.
- Monitors daily production and transport records (e.g. amounts of food and supplies requested by each school site; double checking all loading processes, etc.) for the purpose of ensuring accuracy, quality and quantity of all central kitchen deliveries.
- Participates in creation of site food forecast documents (e.g. for review by school kitchen site personnel, etc.) for the purpose of ensuring adequate food and supply for each school site.
- Performs functions of other nutritional services positions, as requested by supervisor, for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Provides food items and/or supplies processes (e.g. unloading deliveries from multiple vendors for freezer, refrigerator, or storage area placement; checking invoices, stocking and storing food and supplies for bulk cooking on site and for distribution to schools, performing inventory counts, reporting shortages, damages and other discrepancies, etc.) for the purpose of verifying quantity, quality and specifications of food supplies and complying with mandated health standards.
- Provides assistance for Central Kitchen processes (e.g. accepting daily vendor deliveries, preparing meals, loading meals for transport to school sites, monitoring inventory, maintaining sanitary conditions, etc.) for the purpose of ensuring safe, on schedule daily delivery to school sites and complying with all mandated regulations.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; operating job related equipment; planning and managing projects; demonstrating basic computer skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; Central Kitchen delivery processes; District sanitation practices; codes/laws/rules/regulations/policies; health standards and hazards; and quantity cooking.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; working with interruptions; adapting to changing work priorities; displaying mechanical aptitude; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; setting priorities; working with detailed information/data; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Certificates and Licenses**

CA ServSafe Food Handlers Certificate

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

May 17, 2022  
(Title and  
Range  
Change)

**Salary Grade**

Range 5