

JOB DESCRIPTION
San Leandro Unified School District

Nutrition Technician

Purpose Statement

The job of Nutrition Technician is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job is distinguished from similar jobs by the following characteristics: Nutrition Technician differs from Nutrition Assistant in the greater quantity of food prepared and amount of student contact, job responsibilities, and independence exercised in completing assignments.

This job reports to Nutrition Services Manager or designee

Essential Functions

- 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, etc. 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.
- Maintains and prepares electronic and manual records for the purpose of completing reports, records and other required documents.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Prepares food and beverage items (e.g. hot food, sandwiches, beverages, pre-packed meals for transport, fruits, vegetables, salad bar, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

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 using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies

required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; health standards and hazards; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; 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; planning and meeting deadlines; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; Utilization of some 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.

Working Environment

The usual and customary methods of performing the jobs 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, 40% walking, and 50% 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 required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Federal/State/County required certification (e.g. ServSafe Certificate)

Continuing Educ./Training

Maintaining mandatory certifications

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

33