

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #31

July 12, 2018

## SUBSTITUTE NUTRITION SERVICES ASSISTANT

Salary \$11.01 per hour (Range 669)

### EXAMPLES OF DUTIES

Assist with all phases of food preparation in the kitchen in a timely, safe, and sanitary manner; participate in serving food to students and adults; this includes breakfast, lunch items, after-school snacks, reimbursable meals, or site special events; comply with all federal, state, and local laws, and regulations and policies in regards to the nutrition services operation, including the National School Meal Program meal pattern, and make proper substitutions; understand and execute principles of food quality standards, including appearance and presentation; assure that standards of efficiency and portion controls are followed; follow standardized recipes for effectively controlling food quality, recipe yield, portion size, and cost; participate in the cleaning of work areas including dishes, sinks, counters, equipment, and general kitchen area; follow procedure to assure that food is prepared and served in a timely manner according to school schedules; understand and execute standard operating procedures in the operation of kitchen equipment, food preparation, work production standards, and meal service; may assist in ordering appropriate quantities of food and supplies, and assure proper storage and use; may assist in checking goods received against requisition and report to lead any discrepancies; take periodic inventories of food and supplies in freezer, refrigerator, and work areas; record accurately the amount of food used and left over; may participate in maintaining a variety of necessary records and reports; complete documentation in accordance with federal, state, and local laws, and policies, such as inventory and menu production worksheets; perform cashier duties; collect money from students and staff; attend mandatory trainings as assigned; operate computer using software for point-of-sale to provide accountability for meals served; adhere to the standard operating procedure for safety and sanitation required for food safety; may participate in preparing special food and nutrition needs for students with an appropriately-approved diet order from a recognized medical authority; perform other duties as assigned.

### QUALIFICATIONS

#### License:

A valid California Driver's license is desired. A valid California Driver's license is required for the Gallatin Center site. ServSafe or equivalent food safety certificate is desired.

#### Knowledge of:

Health and safety rules and regulations pertaining to food establishments, including food safety, sanitation, and maintenance regulations; meal production and scheduling; modern methods of quantity food preparation; nutritional operational requirements of the National School Lunch and Breakfast Program, and related federal and state regulations; use and care of institutional kitchen equipment and utensils; procedures followed in ordering, receiving, storing, and doing inventory for food and supplies.

#### Ability to/Skills:

Work within a framework of multiple and complex regulations; prepare food in large quantities following standardized recipes and making proper substitutions when necessary; answer phones, check phone messages, and prepare written instructions after taking phone or fax requests; communicate, think creatively, make timely decisions, learn new operations, and problem solve; read, write, and perform mathematical computations and keep accurate records; basic computer skills; establish and maintain effective working relationships with staff and students.

#### Experience:

None Required.

#### Education:

Proof of High School Diploma or equivalency preferred.

### WORK YEAR/BENEFITS

These are **SUBSTITUTE POSITIONS** at **VARIOUS LOCATIONS** working on a needed basis only.

### APPLICATION PROCEDURE

Please apply via [EdJoin.org](https://www.edjoin.org) at <https://www.edjoin.org/Home/JobPosting/1071790>. The deadline for submitting an application is **APRIL 30, 2019 @ 4:00 p.m.** A test may be given.

**A.D.A. REQUIREMENTS ON REVERSE SIDE**  
**An Equal Opportunity Employer**

## SUBSTITUTE NUTRITION SERVICES ASSISTANT

### A.D.A. REQUIREMENTS

#### **Physical, Mental, and Environmental Demands:**

##### **Physical:**

Standing; sitting; walking level or uneven surfaces; occasionally walking slippery surface; stair climbing; reaching; bending; use of both legs; fine motor coordination; wrist/arm coordination; wrist; arm motion; grasping/holding; use of all fingers; use of both hands; lift up to 50 lbs; carry/push 1-50 lbs.; color vision; near vision; night vision; use of both eyes; sense of smell; normal hearing; distinguish sounds in transmission; speaking.

##### **Mental:**

Stress of deadlines and interpersonal conflict; normal work standard stress; ability to work with interruption; concentrate for long periods of time; reading, interpreting codes; laws; policy; calculate; perform routine math processes; memorize and recall objects; people; analyze problems and generate alternatives; reconcile apparent ambiguities; solve multi-variant problems.

##### **Environmental Demands:**

Exposure to sun; extremes of temperatures; wetness; slippery surfaces; chemicals; occasional irregular hours; some contact with toxic materials; occasional work around large pieces of equipment with moving parts; stress from work complexity and uncooperative individuals.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources, or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431	<b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services, or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431
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