

### **CHILD NUTRITION TECHNICIAN**

#### **DEFINITION**

Under the general direction of the Child Nutrition Supervisor, responsible for the day-to-day food service operation of assigned location(s). Responsible for coordinating and directing workflow, including scheduling and production. Completes and maintains the appropriate daily and monthly paperwork.

#### **DISTINGUISHING CHARACTERISTICS**

Positions in this classification are typically six to eight hours and have the responsibility of overseeing the cafeteria operation, as determined by the Supervisor or Director.

#### **ESSENTIAL FUNCTIONS**

Estimates quantity of food to be produced and served using production schedules that will maximize the utilization of personnel and equipment.

Assists in and oversees preparation of food items according to a predetermined menu, adhering to recipes and portion control.

Responsible for ordering supplies and food items needed for required sites and catering events.

Checks and initials invoices for products received.

Sets up and serves food at main serving lines.

Cleans and maintains all equipment and utensils.

Follows the direction of the Supervisor on recipe development and quality control matters.

Responsible for updating all food recipes and keeping a master file.

Responsible for the orientation, training, and direction of personnel in cooperation with the Supervisor.

Assists in maintaining operational costs within prescribed budgetary limits.

Completes monthly and annual inventories.

Provides production schedules that will maximize the utilization of personnel and equipment.

Participates in the collection of money; collects and accounts for money on appropriate forms, and prepares necessary reports and bank deposits. Monitors the handling of daily cash and meal counts for reimbursement claim documentation. May deposit money in accordance with collection procedures.

Responsible for the proper completion of Employee Absence Slips and Variable Timesheets, including budget coding.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Nutrient standard menu planning, including Nutrikids software and point of sale systems. Modern methods of preparing food in large quantities; sanitation principles applicable to food serving and kitchen maintenance; proper safety, operation, and care of kitchen equipment and utensils.

Ability to:

Direct food preparation in large quantities; read, understand, and follow standardized recipes; adhere to the Nutrient Standard Menu Planning guidelines; perform mathematical calculations and accounting procedures with speed and accuracy; understand and implement oral and written directions given in English; communicate effectively, both orally and in writing; maintain cooperative relationships and work effectively with those contacted during the course of work; prepare reports in a complete and timely manner; correctly demonstrate sufficient strength, mobility, and range of motion to arm lift and floor lift 31 pounds in an employee entrance evaluation.

Education and Experience:

Equivalent to completion of high school. Experience in daily business operations. Child nutrition coursework pertaining to quantity food preparation, child nutrition management, nutrition, sanitation, and safety is desirable.

Board approved: March 22, 2001