



KONOCTI UNIFIED SCHOOL DISTRICT

JOB TITLE: Early Childhood Education (ECE) Nutrition & Meal Specialist

JOB SUMMARY: Under the Supervision of the Early Childhood Director, Prepares and/or serves breakfast, hot lunches, and afternoon snacks for children enrolled in the Child Care Center. Prepare bottles for children as needed throughout the day. Plans weekly menus, develops shopping lists, calculates amounts of food, and makes purchases. Organizes and cleans kitchen according to health department standards. Maintain nutritional requirements as identified by supervisor. All additional food/nutrition-related duties to support children and center needs.

REQUIRED QUALIFICATIONS (Education and Experience)

- Any combination of education and experience is equivalent to a high school graduate.
- California driver's license in good standing.
- Health Department certification/servsafe
- Background checks through the Department of Justice (DOJ) and the federal Bureau of Investigation (FBI).
- Proof of Tuberculosis (TB) screening/certificate, health screening, and required Immunization- TDaP MMR, and Influenza vaccine (may choose to decline influenza vaccine/documentation of exemption).
- Basic level computer skills.
- Basic level office skills.
- Math skills sufficient to perform the duties of the position.
- Experience in food preparation, preferably in a cafeteria in a school setting and /or in the food industry. (desirable)
- Spanish speaking (desirable)

ABILITY TO:

- Read, write, and communicate English at a level required for successful job performance.
- Understand and apply California Health and Safety Code requirements as it pertains to food services and personal hygiene.
- Build positive relationships and communicate respectfully with families, children, team members, administrators, and the community in which we serve.
- Operate appliances you will find in a kitchen.
- Apply safety and sanitation principles applicable to food service and kitchen maintenance.
- Understand FIFO (first in first out) rotating of food stock by expiration dates.
- Understand child meal patterns and compliance.
- Work as part of a team and also be able to work independently.
- Handle confidential information, documents, and sensitive situations appropriately.
- Be flexible and meet the changing needs of the program.

DUTIES AND RESPONSIBILITIES:

- Maintain good grooming and personal hygiene standards. Wear a smock top or apron, comfortable long pants, and flat, rubber-soled shoes. Long hair to be worn up and secured (clip, hair band, tie, or hair net), etc.

- Prepare weekly menu planning that reflects all ECE requirements.
- Provides nutritional information and recipes to parents and maintains a nutrition bulletin board with information updated monthly.
- Make weekly food orders and shop at our local stores.
- Plans and prepares meals and snacks using planned menus and CCFP guidelines that incorporate any identified dietary needs and restrictions of the children.
- Ensures service of meals and snacks is done on schedule and in a way that is generally appealing to the children; engages children in meal and snack set up and service as appropriate.
- Maintains an accurate inventory of all food and dry storage items.
- Maintain food temperatures according to health department standards.
- Follows weekly infant meal records to prepare individualized meals for children under 1 year of age.
- Follows established procedures for bottle sanitation and preparation: breastmilk storage: and mixing and usage of formula.
- Completes and maintains all required daily forms and reports related to the kitchen and food service functions.
- Informs the Site supervisor of all concerns, observations, or information provided by a parent or guardian, promptly.
- Purchase and transports groceries and supplies as needed following established budgetary limits.
- Maintain all food thermometers.
- Ensure all food items are checked for expiration dates.
- Maintain a sanitary environment by performing scheduled daily and weekly kitchen cleaning duties.
- Remove trash and recyclables daily.
- Turn in all kitchen expense receipts and pre-prepared food item labels (CN labels) to the proper departments.
- Wear and change gloves often for food prep.
- Attends staff meetings, in-service training sessions, and conferences as required.
- Assist with childcare when needed.
- Works in the classroom to facilitate staff break reliefs or as a substitute as assigned.
- Other related duties as assigned.

WORKING HOURS AND PERIOD: Unless otherwise provided in the collective bargaining agreement between the Konocti Unified School District and the member representing group, the holidays, vacations, sick leave, lunch period and breaks are as provided by law.

ESSENTIAL PHYSICAL REQUIREMENTS: Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|--------------------------|---------------------------------|
| 1 Seldom = Less than 25% | 3 Often = 51-75% |
| 2 Occasional = 25-50% | 4 Very Frequent = 76% and above |

4	a. Ability to work at a desk, conference table or in meetings of various configurations.
4	b. Ability to stand and circulate for extended periods of time.
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students.

4	d. Ability to hear and understand speech at normal levels.
4	e. Ability to communicate so others will be able to clearly understand normal conversation.
4	f. Ability to bend and twist, kneel and stoop, run and crawl.
4	g. Ability to reach in all directions.
2	h. Ability to lift 25 pounds.
3	i. Ability to carry 50 pounds

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

WORK CALENDAR: 191 Day

SALARY: Range 4 on Classified Salary Schedule

Board Approved: 08/23/2023

Konocti Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, gender information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Compliance Officer
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