

**PLEASE POST**



Personnel Commission  
**CLASSIFIED POSITION ANNOUNCEMENT**  
**NUTRITION SERVICES ASSISTANT II**

An Equal Opportunity Employer

**SALARY:**

Step 1: \$15.16 – Step 5: \$18.43 Hourly

**REVISED FILING DATE:**

**OPEN UNTIL FILLED.** District Classified application must be submitted to the Personnel Commission Office.

**SELECTION PROCEDURE:**

This is an **OPEN** recruitment to establish an eligibility list, fill a vacancies and hire substitutes. Substitutes work on an as-needed basis to fill in for absent employees. A permanent eligibility list will be created from this recruitment and will be used to fill permanent vacancies which may occur during the life of the eligibility list.

Positions in this classification are part-time (15 hours per week), 10 months per year.

The recruitment process will consist of a written examination and oral technical interview. Testing may occur on a weekly basis. Qualified applicants will be notified by US mail or email.

**POSITION INFORMATION**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform duties in support of food service activities for a large self-contained cafeteria or central kitchen including the quality and timeliness of food service preparation and service and the proficient operation of the Point-of-Sale (POS) system. (See attached for a complete job description.)

**DISTINGUISHING CHARACTERISTICS:**

The **Nutrition Services Assistant I** classification performs basic and entry level, repetitive food service preparation and serving activities at an assigned site.

The **Nutrition Services Assistant II** classification performs more complex food service production and preparations and is responsible for the efficient and accurate operation of the Point-of-Sale computer terminal, including the handling of prepayments and preparation of reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above in serving food in large quantities and knowledge of Computer POS system desirable.

## Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

### RECRUITMENT AND SELECTION

**APPLICANT PROCEDURE:** Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

**CONVICTION RECORD:** If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

**EXAMINATION PROCESS:** This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED**. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

**NOTIFICATION OF EXAMINATION AND EXAM RESULTS:** Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

**PROTEST PROCEDURE:** A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

**ELIGIBILITY LIST:** An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

**LONGEVITY PREFERENCE:** Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

**VETERANS PREFERENCE:** If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

**DISABILITY ACCOMMODATION:** By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

### EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

**TUBERCULOSIS AND /OR PHYSICAL EXAMINATION:** As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

**RIGHT TO WORK:** ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

**SAFE DRIVING RECORDS/STANDARDS:** An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

**OFFICIAL OFFERS OF EMPLOYMENT:** Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

**BENEFITS:** As earned by a regular classified employee working at least 50% or more are as follows:

**VACATION AND SICK LEAVE:** One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

**HOLIDAYS:** Thirteen (13) paid holidays per year.

**PERSONAL NECESSITY LEAVE:** Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

**BEREAVEMENT LEAVE:** Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

**INSURANCE:** The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Lincoln Financial Group. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

**PART-TIME EMPLOYEES:** Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

**RETIREMENT:** Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

**PROBATIONARY PERIOD:** All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

**SALARY INCREASES:** Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: NUTRITION SERVICES ASSISTANT II**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform duties in support of food service activities for a large self-contained cafeteria or central kitchen including the quality and timeliness of food service preparation and service and the proficient operation of the Point-of-Sale (POS) system.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Nutrition Services Assistant I** classification performs basic and entry level, repetitive food service preparation and serving activities at an assigned site.

The **Nutrition Services Assistant II** classification performs more complex food service production and preparations and is responsible for the efficient and accurate operation of the Point-of-Sale computer terminal, including the handling of prepayments and preparation of reports.

#### **REPRESENTATIVE DUTIES:**

Operate the Point-of-Sale (POS) System with minimal errors. *E*

Balance cash drawer at end of day for the purpose of ensuring the reconciliation with meal counts and payments. *E*

Collect payments for meals at cash register for the purpose of ensuring the appropriate payments are collected at time of purchase; input prepayments as requested. *E*

Run Patron account reports and other POS reports as requested. *E*

Assist with inventorying food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements. *E*

Set up work and serving areas according to daily menu; assure that serving lines are properly stocked with adequate food, beverages, condiments, and supplies for breakfast, snack and lunch services as appropriate. Replenish and maintain cleanliness of food service areas as needed. Count leftover food items and record information. *E*

Prepare (wash, process, assembly, portion and warm) appropriate quantities of food for an assigned work station in a timely manner, according to specifications, assuring quality and quantity of foods prepared. *E*

Clean and prepare a variety of food items such as fruits and vegetables; make salads and prepare fruit cups. *E*

Assemble and prepare sandwiches; slice meats and grate cheese; prepare sauces, salad dressings and other items. *E*

Operate a variety of kitchen equipment, appliances and utensils in a safe manner. *E*

Prepare food for transport, maintaining appropriate records as assigned. *E*

Store unused food items according to approved health and sanitation standards; receive, store and rotate food and supplies as assigned; check expiration dates when requested. *E*

Wash, dry, clean and store dishes, pots, pans, utensils, trays and other kitchen equipment; maintain work and serving areas in a sanitary manner; perform scheduled heavy cleaning of the facility and equipment. *E*

Ensure compliance with established food safety standard operating procedures, as well as local, state, and federal regulations; assist with implementation of department's written HACCP Plan. *E*

Assist other Nutrition Services personnel in food preparation activities as assigned. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operate basic POS system

Methods of preparation, handling and storage of food in quantity.

Proper methods of storing equipment, materials and supplies.  
Sanitation and safety practices related to heating and serving food.  
Standard maintenance and operation of kitchen equipment, utensils and measurements.  
Basic math and cashiering skills.  
Basic record-keeping and inventory techniques.

**ABILITY TO:**

Operate POS System computer terminal using pertinent software applications.  
Perform duties in support of food service activities for a large self contained cafeteria or central kitchen to enhance the quality and timeliness of food service operations.  
Prepare and heat limited types of food in quantity.  
Prepare and set-up food for service to students and staff.  
Serve food to students and staff according to established procedures.  
Operate basic kitchen equipment, appliances and utensils in a safe and efficient manner.  
Maintain food service equipment and facilities in clean and sanitary condition.  
Communicate effectively both orally and in writing.  
Meet schedules and time lines.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Add, subtract, multiply and divide and make change quickly and accurately.  
Apply and maintain standards of personal hygiene.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above in serving food in large quantities and knowledge of Computer POS system desirable

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Kitchen and cafeteria environment. Work is performed both indoors and outdoors where significant health and safety considerations exist from physical labor and the handling of sharp objects and equipment. Incumbents are subject to hot conditions resulting from ovens and other cooking equipment; they are also subject to extremely cold conditions when working in walk-in coolers and freezer. Incumbents may use and are also exposed to a variety of cleaning chemicals.

**PHYSICAL ABILITIES:**

Standing and walking for extended periods of time, hearing and speaking to communicate with students and food service workers, dexterity of hands and fingers to operate kitchen equipment and cash register, bending, pushing, and moving objects weighing up to 50 pounds. Incumbents stoop, bend, twist, and reach (above shoulders and horizontally) and must be able to see in order to monitor food quality and quanti

ADOPTED: July 2012  
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