NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: December 3, 2012

Re: Notice of Proposed Classification Actions –Final Notice No. 4 FY 12/13 (copy attached).

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective December 3, 2012.

Micki Callahan
Human Resources Director

by:
Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Jennifer Johnston, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 4  
**Fiscal Year:** 2012/2013  
**Posted Date:** 08/17/2012  
**Reposted Date:** 11/26/2012

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>2615</td>
<td>Student Nutrition Worker</td>
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**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
(Job specification(s) attached.)

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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


**cc:**  All Employee Organizations  
All Departmental Personnel Officers  
DHR – Employee Relations Unit  
DHR – Class and Comp Unit  
DHR – Recruitment and Assessment Unit  
DHR – Support Services  
Jennifer Johnston, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
E-File
INTRODUCTION

Under general supervision, assists in the preparation of a variety of foods served in a school lunchroom; performs routine duties in the cleaning of kitchen areas and serving utensils; and performs related duties as required.

Requires responsibility for: Following established methods and procedures relating to the preparation and serving of food in school lunchrooms; preparing simple records relative to purchase and sale of food in lunchrooms; maintaining cleanliness of kitchen areas and serving utensils; following simple oral or written instructions; making frequent contacts with students, faculty and other employees on routine matters. Nature of work requires considerable physical and manual effort with some exposure to accident and injury hazards and somewhat disagreeable elements.

DISTINGUISHING FEATURES

The Student Nutrition Worker classification is the entry-level class of the series performing routine duties in preparation and serving of food; maintaining point of sales; maintaining cleanliness of kitchen areas and serving utensils. This class is distinguished from 2616 Lead Student Nutrition Worker classification in that the latter classification performs duties of a more difficult and complex nature, including supervision.

SUPERVISION RECEIVED/EXERCISED:

This class does not supervise.

This class receives guidance and oversight from the 2616 Lead Student Nutrition Worker or a higher level classification.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assists in the preparation and/or heat up of a variety of foods, such as salad bars, sandwiches, soups, grain and noodle dishes; washes, and prepares foods and vegetables; assembles bag lunches.

2. Maintains Student Nutrition Program compliance with all federal, state, and local guidelines. Follows the collection and recording procedures approved for Point of Sale at the school. Identifies reimbursable meal on the serving line. Maintains confidentiality of students receiving free or reduced price meals.

3. Serves food to students and faculty members.

4. Provides food preparation and customer service needs for reimbursable meal menus, milk sales and all assigned site functions. Follows prescribed menus and recipes.
Title: Student Nutrition Worker  
Job Code: 2615

5. Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritive value for assigned site.

6. Maintains high customer service and communication standards, including written and oral.

7. Maintains high food safety and sanitation standards. Must utilize first-in-first-out (FIFO) inventory management system.

8. Washes, scrubs and otherwise cleans, pots, pans, trays and other items as directed.

9. Sweeps floor, sanitizes equipment, stoves, work tables, and performs other duties relative to keeping the kitchen and storage rooms sanitized and orderly; sanitizes tabletops.

10. Closely monitors computer at meal times to ensure accuracy of all transactions. Performs all software procedures, including: powering on the computer; turning on computer/restarting as requested by technical support; opening foodservice software program and logging in; opening till for meal service; ensuring accuracy of all transactions; posting payments to student accounts; enter cash totals into computer; logging out and closing computer programs.

11. Maintains and completes required forms and records accurately, as assigned by supervisor.

12. Attends and participates in meetings as required.

13. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Approved food handling practices, food preparation and use of cafeteria equipment; and food and supply ordering, receiving and inventory control.

Skills to operate: Basic office equipment including computer, peripherals, telephone

Ability to: Do the various tasks of a kitchen; meet work schedules and time lines, and work under pressure of deadlines and interruptions; keep records as required; add, subtract, multiply, and divide accurately; work cooperatively with others; understand and carry out oral and written directions; operate a Point of Sale system independently.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires possession of high school diploma or equivalent
Title: Student Nutrition Worker
Job Code: 2615

Experience:
Requires six (6) months of routine kitchen work experience including use of a computer and point of sale software.

LICENSE AND CERTIFICATION
Requires possession and maintenance of a current Food Safety certification

SUPPLEMENTAL INFORMATION
Must be able to lift 50 pounds.
This classification requires neatness, cleanliness and reliability.
Consolidates and abolishes classes 2614 School Lunchroom Helper, Female 2616 School Lunchroom Helper, Male.

PROMOTIVE LINES
To: 2616 Lead Student Nutrition Worker
From: Original entrance examination

ORIGINATION DATE: 05/06/74
AMENDED DATE: 12/03/2012
REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

Business unit(s): SFCCD, SFUSD
INTRODUCTION

Under general direction, is responsible for coordinating Elementary or Secondary school lunchroom; leads and participates in meal preparation activities, including heating fully prepackaged meals, assembling and heating menu items not fully prepackaged and performing other phases of quantity food preparation according to approved menus; oversees maintenance of lunchroom and equipment; and performs related duties as required.

DISTINGUISHING FEATURES

The Lead Student Nutrition Worker classification is responsible for coordinating Elementary or Secondary school lunchrooms, leading the work of 2615 Student Nutrition Workers and performing a variety of culinary activities in the areas of food preparation, lunchroom and equipment maintenance and providing services to staff, students and faculty. This class is distinguished from the lower class of 2615 Student Nutrition Worker in that this class has lead worker responsibilities in coordinating, delegating and assigning school lunchroom work activities.

SUPERVISION EXERCISED:

Provides lead direction, guidance and oversight to 2615 Student Nutrition Worker.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assigns, instructs, and participates in the work of 2615 Student Nutrition Workers, in following prescribed menus to meet nutritional needs of children with modifications in allowable food quantities; assists in training regarding equipment use, food preparation, and point of sale computers as appropriate.

2. Maintains Student Nutrition Program compliance with all federal, state, and local guidelines. Follows the collection and recording procedures approved for point of service at the school. Identifies reimbursable meals on the serving line. Maintains confidentiality of students receiving free or reduced price meals.

3. Communicates with site staff, parents, students, and food services at assigned site; including distribution of student account information and written policies and procedures.

4. Provides food preparation and customer service needs for reimbursable meal menus, milk sales and all assigned site functions. Follows prescribed menus and recipes.

5. Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritive value for assigned site.

6. Maintains high customer service and communication standards, including written, oral, and
Title: Lead Student Nutrition Worker  
Job Code: 2616  

7. Maintains high food safety and sanitation standards. Must utilize first-in-first-out (FIFO) inventory management system.

8. Closely monitors computer at meal times to ensure accuracy of all transactions. Operates Point of Sale system, including: turning on computer/restarting as requested by technical support; opening foodservice software program and logging in; opening till for meal service; ensuring accuracy of all transactions; posting payments to student accounts; enter cash totals into computer; prepare cash for bank deposit and record in computer; enter items received into computer; run automated reports to tabulate meal totals; verify all computers have sent data to manager machine by running appropriate automated reports. Secondary School assignments also maintain production and receiving records and accurate inventory in Point of Sale Terminal; including entering daily updates and results of monthly physical inventories.

9. Maintains accurate records in compliance with federal, state, and local regulations. Maintains and completes required forms and records accurately, as assigned by supervisor.

10. Attends and participates in meetings as required.

11. Monitors staffing needs at site and coordinates with central Student Nutrition Services.

12. Requisitions and monitors food and supplies for assigned site within the established guides for meeting district menu compliance and projected food costs.

13. Calls for substitutes when needed.

14. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Approved food handling practices, food preparation and use of cafeteria equipment; food and supply ordering, receiving and inventory control.

Skills to operate: Basic office equipment including computer, peripherals, telephone

Ability to: Do the various tasks of a kitchen as well as be able to oversee and train 2615 Student Nutrition Workers in doing required food service tasks; keep records as required; meet work schedules and time lines, and to work under pressure of deadlines and interruptions; work cooperatively with others; and understand and carry out oral and written directions.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.
Title: Lead Student Nutrition Worker  
Job Code: 2616

Education:
Requires possession of high school diploma or equivalent.

Experience:
One (1) year of routine kitchen work experience including use of a computer and point of sales software.

LICENSE AND CERTIFICATION
Requires possession and maintenance of a current Food Safety certification.

SUPPLEMENTAL INFORMATION
Must be able to lift 50 pounds.

PROMOTIVE LINES
From: 2615 Student Nutrition Worker

ORIGINATION DATE: 12/03/2012

AMENDED DATE:

REASON FOR AMENDMENT  To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): SFUSD