

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Nutrition Services Assistant I**

**BASIC FUNCTION:**

Under general supervision of Supervisor, Nutrition Services, maintain food service facilities and equipment in a neat, clean, safe, and sanitary condition; to assist in the preparation, setting up, serving, and selling of food; and to do other related work as required.

**ESSENTIAL DUTIES:**

- \*Cleans serving counters, food containers, and other equipment.
- \*Washes trays, utensils, and other serving equipment.
- \*Assists in setting up food preparation lines.
- \*Assists in the preparation, packaging, and serving of food, involving such activities as preparing hot and cold food and serving students and faculty.
- \* Assists in maintaining the food service facility in a safe, clean and sanitary condition.
- \*Acts as cashier, which includes counting receipts and operating a point of sale (POS) terminal.
- \*Assists with monthly inventory.
- \*Receives and stores foodstuffs, supplies, and materials.
- \*Operates standard food service equipment such as warming ovens and food carts; utilize a computer and assigned software as required.
- \*Communicates with students and staff to exchange information.

**OTHER REPRESENTATIVE DUTIES:**

- \*Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Basic methods of preparing and serving foods in large quantities.
- Standard food service appliances and equipment.
- Basic mathematical calculation processes and simple record keeping procedures.
- Sanitation, safety practices and procedures.
- Storage and rotation of perishable food.

**Ability to:**

- Operate a variety of industrial food service equipment.
- Collect money and make change accurately, including point-of-service systems.
- Work quickly, efficiently, and multi-task.
- Understand and carry out oral and written directions, including use of nutrition service terminology.
- Establish and maintain cooperative working relationships.

**MINIMUM QUALIFICATIONS:**

**Experience:**

One year of food service and preparation experience is preferred.

**Education:**

Equivalent to the completion of the twelfth grade.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance, including hair covering
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:****Environment:**

- Indoor school kitchen/cafeteria environment.
- Subject to heat from ovens and cold from freezers.

**Physical Requirements:**

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to frequently lift and move up to 25 pounds, occasionally lift and move up to 50 pounds, and occasionally lift more than 50 pounds with assistance.
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Seeing to monitor food quality and quantity.

**Operations of Vehicles, Machinery, and Other Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office and computer equipment.
- Ability to operate a variety of industrial food service equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

**Hazards:**

- Heat from ovens.
- Exposure to hot foods, equipment, and metal objects.
- Working around knives, slicers and other sharp objects.
- Exposure to cleaning chemicals and fumes.