

NUTRITION SERVICES ASSISTANT I



Nutrition Services Department

Purpose:

The Nutrition Services Assistant I supports the Nutrition Services program by assisting in the preparation, service, and sales of meals to students in a sanitary, efficient, and customer-friendly manner.

Reports to: Nutrition Services Field Supervisor

Nature & Scope:

The Nutrition Services Assistant I works independently following standardized routines under the direction of the Nutrition Services Lead. The nature of the work requires strict adherence to policies, procedures, and regulations. The incumbent interfaces and problem-solves with students, school administrative staff, nutrition services colleagues, teachers and non-licensed school staff. Because this job involves frequent interaction with students and parents, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have supervisory responsibilities, but may provide guidance and assistance to regular, temporary, or substitute employees, as required.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Prepares and serves appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared.
3. Prepares and assembles a variety of hot and cold entrées, fruits, vegetables, and other foods.
4. Follows written menus, production records and production standards.
5. Follows recipes for consistent quality and cost effectiveness. Provides feedback to Leads regarding recipes.
6. Prepares food service facilities for the serving of food.
7. Minimizes waste.
8. Operates a variety of standard kitchen equipment such as a cash register, oven, steamer, dishwasher, food warmer, steam-jacketed kettle, steam table and wrapping/sealing machine following proper procedures.
9. Assures that serving lines are properly stocked with adequate food, beverages, and supplies.
10. Serves food from steam table or cold counter.

11. Follows Nutrition Services Department Hazard Analysis Critical Control Point (HACCP) standard operating procedures (SOPs) for food safety and sanitation in the receiving and storage of supplies; in food preparation; service of food; in storage, disposal or donation of leftovers; in cleaning and maintaining equipment and work areas.
12. Counts money for till, and prepares moneyboxes or cash registers with appropriate amount and denominations of change.
13. Performs cashier functions using NS software: enters computerized meal accounting and sales data, verifies checks collected, closes till and delays count. Brings cash drawer to Lead for reconciliation.
14. Completes and maintains daily and weekly records of meals and beverages served and foods leftover. Maintains required records for meal production accounting.
15. Washes and cleans cafeteria tables.
16. Washes and stores equipment, pots, pans, trays, and other food service items; lifts moderately heavy objects.
17. Provides inventory and product usage information to Lead for ordering and record keeping purposes as required. Assists Lead in counting supplies for monthly physical inventory.
18. Assists other personnel for the purpose of supporting them in the completion of their work activities.
19. Assists with training of new employees, parent volunteers, and student helpers.
20. Monitors equipment operation and reports concerns and needs as required.
21. Participates in required hours of annual continuing education, per federal law.
22. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
23. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma or equivalent.
2. Must pass a criminal background check.
3. Must pass a required physical examination.
4. Must be able to read, write, and speak English.
5. Must be able to read, understand, and follow multi-step written and verbal instructions in English.
6. Must be able to perform basic math sufficient to complete routine addition, subtraction, multiplication, division, percentages and fractions computations with ease and accuracy.
7. Must possess a valid Food Handlers Card.
8. Must be able to record data.
9. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

10. Must be able to attend mandatory trainings, scheduled in-services, and educational events sponsored by the Beaverton School District outside of regular hours.
11. Must possess basic familiarity of working with a computer for data entry as well as functions of e-mail.

Working Conditions:

The Nutrition Services Assistant I works primarily in an industrial school kitchen and also works in the cafeteria/lunchroom. The work environment is often loud and includes exposure to hot surfaces, steam heat, cold temperatures in cooler/freezer areas, cleaning solvents and vibration with some equipment. Other potential exposures and hazards include but are not limited to: chemicals, fumes, communicable diseases, sharp objects, power/hand-operated equipment and machinery, pinch points, odors and slippery surfaces.

The Nutrition Services Assistant I will constantly stand or walk (100% of time) while performing kitchen food preparation duties on tile/concrete surfaces up to 2-3 miles per day. The job involves moderate to fast-paced walking to meet daily timelines.

The Nutrition Services Assistant I must:

- a. *Lifting/Carrying.* Constantly lift up to 10 lbs.; frequently lift up to 20 lbs.; and occasionally lift up to 50 lbs.; and must carry loads up to 15 feet.
- b. *Pushing/Pulling.* Constantly exert a force up to 10 pounds while stocking supplies and using wheeled cart to move food and supplies; frequently exert a force of up to 20 pounds; and occasionally exert a force up to 50 lbs., and intermittently exert a force (push/pull) up to 75 lbs.
- c. *Climbing.* Infrequently climb using step stools while retrieving or replacing items in stock room, freezer or storage areas.
- d. *Bending/Twisting.* Constantly bend or twist, at waist/knees, while preparing food, removing cookware and/or supplies from lower shelf, or cleaning/sanitizing.
- e. *Kneeling/Crouching.* Occasionally kneel and crouch, removing items from lower shelves or replacing them, or cleaning below counter level.
- f. *Using hands/arms.* Constantly use both hands and both arms.
- g. *Handling/Grasping.* Constantly must reach, handle, grip, grasp and finger while performing food preparation, handling supplies and materials, cleaning and wiping.
- h. *Reaching.* Frequently or constantly extend-reach, including occasional overhead reaching.
- i. *Seeing/Hearing/Smelling/Speaking.*
 - a. Sight is required to closely inspect for work area and food product cleanliness, preparation and presentation, and to read instructions and to maintain sanitized work areas.
 - b. Hearing is required to listen for voice conversations, food preparation equipment signals, and school alarms for safety purposes.
 - c. Sense of smell required in preparing food.

- d. Speaking is required in order to communicate with customers, colleagues, students, and students.

Work Year: 180 days, plus inservice and training.

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 10, 2016

Date Revised: February 10, 2016

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.