

Nutrition Services Assistant

Purpose Statement

The job of Nutrition Services Assistant is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to the Building Nutrition Services Manager

Essential Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Performs functions of other nutritional services positions, as requested by supervisor, for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items according to worksheet instruction and quantity recipe for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated health and National School Breakfast and Lunch program nutritional requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to

satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 55% walking, and 35% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Functional Capacity Assessment

Certificates

Food Handlers/SafeServ Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range