

**WOODBURN SCHOOL DISTRICT  
POSITION DESCRIPTION**

**Position Title:** NUTRITION SERVICES ASSISTANT I

**Reports To:** Nutrition Services Manager or Nutrition Services Supervisor

**Evaluated By:** Administrator

**MAJOR RESULTS EXPECTED:**

1. To cook and prepare food items that meet mandated nutritional requirements and/or requests of students and school personnel.
2. Support the District Mission and Strategic Plan Objectives

**ESSENTIAL REQUIREMENTS:**

1. High School Diploma or equivalent by OAR 581-37-030, Oregon Department of Education
2. 18 years of age or older
3. Ability to work harmoniously with, and to communicate effectively (both orally and in writing) with, students, staff and administration.
4. Ability to understand and follow oral and written instructions
5. Ability to maintain confidentiality
6. Possess basic knowledge of food preparation in large quantities, menu planning, and operation and care for kitchen equipment.
7. Possess knowledge of modern methods of food preparation, health codes and sanitation principles, and nutritional requirements.
8. Ability to secure and maintain a valid Marion County Foodhandler's Card.
9. Perform physical requirements which may include
  - A. Moderate degree of physical stamina
  - B. Frequent standing, walking, bending, and occasional pushing and lifting up to 50 pounds.
  - C. Ability to use kitchen equipment.
10. Supports the District Core Values, Mission and Strategic Plan by:
  - Interacting with colleagues, community members, students and parents in a respectful and trustworthy manner.
  - Demonstrating awareness and sensitivity to a variety of cultural practices and values.
  - Inviting collaboration with staff and community members
  - Seeking out professional development opportunities.
  - Being accountable for actions and following through on goals.
  - Consistently setting high expectations for self, peers and students.
  - Continually assessing job results.
11. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the implementation of the menu plans for the purpose of meeting students' mandated daily nutritional requirements.

2. Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
3. Assists in maintaining proper food temperature requirements.
4. Assists with estimating food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
5. Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
6. Reports to Nutrition Services Manager equipment malfunctions for the purpose of maintaining equipment in safe working order.
7. Responds to inquiries of students, staff, administration, and/or public for the purpose of providing information and/or direction regarding food menu items.
8. Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests from students and school personnel.
9. Stocks food, commodities and paper supplies for the purpose of maintaining adequate quantities and security of items.
10. Takes responsibility of Nutrition Services Manager in this person's absence.

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

- \* Possess and maintain a valid First Aid card, if required only
- \* Annual Bloodborne Pathogens Training
- \* Criminal Justice Fingerprint Clearance
- \* Possess and maintain a valid Marion County Foodhandler's Card

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this position description.

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Employee Signature

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Date

Adopted: December 2003