

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Food & Nutrition Services ~ Nutrition Assistant

Purpose of the Job

This position performs a variety of duties in the preparation and serving of meals.

Essential Job Functions

1. Attends relevant training classes, workshops, and meetings as requested or required.
2. Follows and maintains defined standards of safety and sanitation for personnel, food preparation, kitchen, equipment and the cafeteria unit.
3. May participate in the preparation and service of meals within an established production system as assigned and coordinated by the food service director and her/his designee.
4. May relieve or assist unit employees in meal preparation tasks to meet emergencies, on-the-job training situations or as necessary to maintain the operation of the cafeteria unit or as assigned by the food service director and her/his designee.
5. Follows established procedures that prepare student meals for USDA reimbursement.
6. Serves food in cafeteria lines.
7. Inventory, order, receive, and account for foods/supplies, delivered to schools.
8. Open cans, apportion contents of food items that may be served on cafeteria lines or food bars.
9. Washes dishes, utensils, pots and pans and may operate a dishwasher as assigned by the food service director or her/his designee.
10. Performs other duties and responsibilities as assigned by the Food Service Director or her/his designee.

Qualifications:

Education & Experience:

1. High School graduate or equivalent.
2. School food service experience desirable.
3. Cashier and computer experience desirable.

Knowledge Skills & Abilities:

4. Ability to make change and fill out a deposit slip desirable.
5. Effectively communicate in a professional manner through written and spoken word.
6. Demonstrated knowledge of basic food handling techniques, safety work practices.
7. Ability to lift 50 pounds repetitively during a work shift.
8. Ability to substitute for Nutrition Assistant II

Licenses, Certificates & Special Requirements:

9. A valid Washington State Food handlers permit.

Reporting Relationship:

Reports to the Director of Nutrition Services or designee. Under direction of Head Cook at Secondary Schools, and Nutrition Assistant II at Elementary Schools.

Conditions of work:

Union Affiliation:

SEIU

Job

FLSA Status:

Non-exempt

Job History:

Created: ; Revised: 3/1/07

Wage Range:

SEIU

Supervisor _____ Date _____ Assist. Superintendent of HR & Operations _____ Date _____ Immediate

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice