



## Job Description

**POSITION CODE:** 721  
**Classified Group:** CSEA  
**Salary Range:** 11  
**Work Days:** 205  
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**POSITION TITLE:** Nutrition Services Worker I

**DEFINITION:** Under general supervision, prepares and serves food and beverages; adheres to food safety and sanitation standards.

**DIRECTLY RESPONSIBLE TO:** Nutrition Services Supervisor I, II, or III

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Confers with Nutrition Services Worker II or supervisor about quantities and varieties of food items to be prepared and/or served.
2. Adheres to district health, safety, and sanitation standards.
3. Prepares, sets up, serves, and sells food and beverages.
4. Ensures that assigned food items are ready in the proper quantity at the right time.
5. Maintains all areas of food service operations in an organized, clean, and sanitary manner, including preparation areas and equipment.
6. Performs cash handling tasks; uses point-of-sale system to sell food and beverages.
7. Participates in the inventory, receipt, and storage of supplies, food, and equipment.
8. Performs recordkeeping tasks in a timely manner; records food and equipment temperatures; accurately and legibly completes required documentation.
9. Ensures serving and display areas are kept stocked, sanitized, and arranged in an orderly manner.
10. Operates food service equipment.
11. Disposes of trash and waste.
12. May prepare bank deposits.
13. May direct the work of student helpers.
14. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Experience in a food service operation is desirable.

#### Knowledge, Skills, and Abilities:

- Knowledge of general food preparation methods
- Knowledge of personal, operational, and food production safety and sanitation regulations, procedures, and practices
- Knowledge of basic kitchen utensils and equipment
- Knowledge of basic safety procedures
- Knowledge of basic math and simple recordkeeping
- Knowledge of good customer service practices
- Knowledge and skill in use of computers and assorted software programs
- Ability to understand and follow verbal and written instructions
- Ability to handle cash transactions and make correct change

- Ability to maintain food service equipment, facilities, and utensils in a clean and sanitary condition
- Ability to operate a cash register and computerized point-of-sale system
- Ability to work independently
- Ability to participate in various facets of food service operations
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Cafeteria/kitchen environment
- Moderate to loud noise
- Fast paced environment
- Continuous contact with students and staff

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Sufficient mobility to move about kitchen, cafeteria and school site; move, lift, push and/or carry large or small objects weighing up to 20 pounds in a school cafeteria, food storage area, freezer, or other food service station; lift, carry and/or push 40 pounds uphill and/or on uneven terrain
- Remain in a stationary position for extended periods of time
- Operate kitchen tools, utensils, and equipment requiring repetitive hand movement and fine coordination
- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants
- Exposure to hot or cold objects
- Exposure to hot or cold environments
- Exposure to sharp objects

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/9/2017  
Adopted: 6/1/1972  
Revised: 10/11/1997  
Revised: 1/13/2017