

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Nutrition Services Assistant**

**BASIC FUNCTION:**

Under general supervision of Supervisor, Nutrition Services, to prepare, serve, and sell foods and snacks; to assist in the cleaning of the kitchen and serving areas, utensils, and equipment.

**ESSENTIAL DUTIES:**

- Participates in the preparation, packaging and serving of foods, including the preparation of hot entrees, and a variety of other foods
- Maintains required food temperature for all foods served
- Prepares and sells hot and cold foods, including breakfast, lunch, and snack items
- Portions serving sizes according to age/grade level standards based on USDA regulations
- Assists in maintaining the food service facility in a safe, clean and sanitary condition
- Receives and stores foodstuffs, supplies and materials
- May act as cashier, including the counting of monies
- Assists in monthly inventory
- Washes and stores utensils, containers and trays
- Operates standard food service equipment such as warming ovens and food carts; utilize a computer and assigned software as required
- Communicates with students and staff to exchange information

**OTHER REPRESENTATIVE DUTIES:**

- Perform other related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Basic methods of preparing and serving foods in large quantities
- Standard food service terminology, appliances and equipment
- Sanitation, safety practices and procedures
- Basic mathematical calculation processes and simple record keeping procedures
- Storage and rotation of perishable food

**Ability to:**

- Operate and maintain a variety of industrial food service equipment
- Collect money and make change accurately, including use of point-of-service systems
- Work quickly, efficiently, and multi-task
- Understand and carry out oral and written directions, including use of nutrition service terminology
- Establish and maintain cooperative working relationships
- Adhere to standard menus and recipes in the preparation of foods and snacks

**MINIMUM QUALIFICATIONS:**

**Experience:**

One year of quantity food preparation, service and kitchen maintenance functions in a commercial, institutional or school food service facility is preferred.

**Education:**

Equivalent to the completion of the twelfth grade, and supplemented by training in food preparation, safety, sanitation or other nutrition-related areas is preferred.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance, including hair covering
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:****Environment:**

- Indoor school kitchen/cafeteria environment
- Subject to heat from ovens and cold from freezers

**Physical Requirements:**

- Ability to stand for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to frequently lift and move up to 25 pounds, occasionally lift and move up to 50 pounds, and occasionally lift more than 50 pounds with assistance
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder
- Hearing and speaking to exchange information
- Seeing to monitor food quality and quantity

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, and computer equipment
- Ability to operate a variety of industrial food service equipment

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information

- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties

**Hazards:**

- Heat from ovens
- Exposure to hot foods, equipment, and metal objects
- Working around knives, slicers and other sharp objects
- Exposure to cleaning chemicals and fumes

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.