



NUTRITION SERVICES HELPER

Job Code: 676FSH
Bargaining Unit: 11
Revised Effective Date: 1/22/2018

Description of Work

General Statement of Duties

The job of Nutrition Services Assistant Helper (NSA Helper) was established for the purposes of providing support to the Nutrition Center and school food service operations. The duties performed by the NSA Helper are entry-level. NSA Helpers perform work including, but not limited to: customer service, food safety and sanitation, food preparation and service, and related duties as assigned.

Supervision Received

Works under the direction of a Nutrition Services Supervisor, Nutrition Center Supervisor and/or designee.

Supervision Exercised

None.

Typical Duties Performed

The essential functions include, but are not limited to, the following fundamental duties:

Adheres to district and department procedures and guidelines; local, state and federal regulations; and food safety and sanitation guidelines.

Receives, handles, prepares, and stores food and supplies as directed.

Assists in food service as directed.

Maintains a clean and safe kitchen, cafeteria and work environment.

Operates a dish machine and three-compartment sink; washes dishes, utensils, pots and pans, etc.

Participates in meetings, in-services, and trainings.

Demonstrates competency with food safety and sanitation requirements, department procedures, and job tasks.

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Satisfactorily completes assigned tasks in a timely manner.

Performs other related duties, as assigned.

Knowledge, Skills, and Abilities

Working ability to adhere to food safety and sanitation requirements.

Working ability to follow verbal instructions.

Working ability to learn the use of kitchen equipment.

Working ability to endure periods of hard physical work and to perform work well under time pressure.

Working ability to safely lift fifty pounds.

Builds and maintains a positive and respectful work environment.

Provides excellent customer service to internal and external customers.

Minimum Qualifications

Ability to perform the duties of the position.