



NUTRITION SERVICES ASSISTANT 2

Job Code: FSA2
Bargaining Unit 11

Classified
Revised Effective Date: 1/22/2018
Updated

Description of Work

General Statement of Duties

The job of Nutrition Services Assistant 2 (NSA 2) was established for the purposes of providing support to school food service operations. The duties performed by the NSA 2 are broad, flexible, and advanced-level. NSA 2 performs works independently, with minimal supervision including, but not limited to: customer service; forecasting, ordering, and receiving food and supply orders; managing appropriate food and supply inventories; food safety and sanitation; cooking, food preparation and service; point of service sales; complex reports; customer engagement; staff orientation and training; and related duties as assigned.

Supervision Received

Works under the direction of a Nutrition Services 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.

Forecasts food and supply needs; places food and supply orders; inspects and processes food and supply orders upon receiving; stores and manages food and supply inventories.

Receives, handles, prepares, cooks and stores food and supplies.

Forecasts meal counts for food production, and coordinates all aspects of food preparation and service.

Monitors food quality and implements action when safety, quality, or other deficiencies are identified.

NUTRITION SERVICES ASSISTANT 2

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.

Operates, cleans, reassembles and performs simple maintenance on a variety of kitchen appliances and equipment.

Operates a point of sale system and ensures compliance with Child Nutrition Program requirements.

Prepares, monitors and distributes logs, data, reports, records, etc.

Participates in meetings, in-services, and trainings.

Provides orientation and training to staff.

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

Satisfactorily completes assigned tasks in a timely manner.

Performs other related duties, as assigned.

Knowledge, Skills and Abilities

Builds and maintains a positive and respectful work environment.

Provides excellent customer service to internal and external customers.

Working knowledge of Child Nutrition Program regulations.

Working knowledge of food safety and sanitation requirements.

Working knowledge of food preparation and cooking principles and methods.

Working ability to follow oral and written instructions.

Working ability to learn the use of industrial kitchen equipment.

Working ability to complete arithmetic computations.

NUTRITION SERVICES ASSISTANT 2

Working ability to prepare and distribute advanced technical reports.

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

Working ability to safely lift fifty pounds.

Working ability to read and write English at the 9th grade level.

Minimum Qualifications

High school diploma or G.E.D. certificate. A Minnesota Department of Health Food Manager's Certification will be required within sixty (60) days of appointment.