

Nutrition Services Associate I

Purpose Statement

The job of Nutrition Services Associate I is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to the Nutrition Services Manager.

ESSENTIAL Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Assists with ordering supplies for the purpose of ensuring adequate inventory.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Demonstrates basic computer skills for the purpose of efficiently checking work emails, completing paperwork, and required training.
- Interacts with students consistently for the purpose of guiding and serving students.
- Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in sanitary condition for the purpose of complying with current health standards.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Registers transactions on cash register while ensuring compliance for the purpose of totaling student or staff's purchases and charging to the appropriate account.
- Reports equipment malfunctions for the purpose of notifying manager of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Sets up food and beverage for events (e.g. breakfast, lunch, receptions and coffee breaks, etc.) for the purpose of providing catering at district meetings and special events.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: demonstrating basic computer skills; adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quality food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 45% walking, 50% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Ability to repetitively pull/push, lift, and carry up to 40 lbs

Experience: Job related experience is desired.

Education (Minimum): No specific education level is required.

Education (Preferred):

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

Food Handlers Certificate, required within 30 days

Continuing Educ. / Training

Maintain Certificate/License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

7/1/2022

Salary Grade

See Classified Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees

may be enhanced.