

# Job Description

Liberty Public School District

## Nutrition Services Associate II

### Purpose Statement

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

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 the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- 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 a sanitary condition for the purpose of complying with current health standards.
- Orients new employees to cafeteria methods and procedures for the purpose of welcoming and training them.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs end of day reconciliation, including preparing bank deposits, for the purpose of ensuring accurate financials data.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Prepares documentation (e.g. inventory and supply lists, equipment logs, etc.) for the purpose of providing written support and/or conveying information.
- 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 maintaining equipment in safe working order.
- 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.

- Stands in for the Nutrition Services Manager during short-term absences or any time the manager is unavailable for the purpose of addressing issues and/or answering questions.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Submits and receives orders independently, in the absence of the Nutrition Services Manager, for the purpose of maintaining an adequate inventory.
- Supports assigned personnel, student workers and/or volunteers for the purpose of assisting them in performing their functions in a safe and efficient manner.

### **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 with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: demonstrating basic computer skills; adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

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 complex, 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 and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact 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, 48% walking, 47% 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 with increasing levels of responsibility 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 of employment or until ServSafe Certified  
ServSafe Certification, required within 90 days of employment

**Continuing Educ. / Training**

Maintain Certificate/License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

11/2/2021

**Salary Grade**

See Classified Salary  
Schedule

**Revised Date**

6/9/2025

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.