



# SERVICE WORKER

## NUTRITION SERVICES KITCHEN ASSISTANT

### JOB DESCRIPTION

**JOB TITLE:** Nutrition Service Kitchen Assistant  
**REPORTS TO:** Director of Child Nutrition  
**LOCATION:** Campus Assigned

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-01  
**DAYS:** 185  
**JOB ID & DATE:** CLS-41, September 2023

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### JOB PURPOSE SUMMARY

Cafeteria workers in a public school play an integral role in the preparation, service, and maintenance of school meals. They ensure that students receive nutritious meals in a clean and welcoming environment.

### REQUIREMENTS

#### Education Level Details

High School Diploma or equivalent preferred but not always required

#### License or Certification

Food handler's permit or willingness to obtain one, depending on local regulations.

#### Work Experience Required

Prior experience in food service, especially in a school cafeteria setting, is a plus but not always required

#### Other Skills and Abilities Required.

Basic knowledge of food safety and hygiene practices.

Ability to follow instructions and work as part of a team.

Strong communication and interpersonal skills.

Physical stamina to stand for extended periods, lift heavy objects up to 40 lbs

work in a fast-paced environment.

Attention to detail for accurate meal preparation and service.

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General

- Assist with the preparation of meals, including cutting vegetables, assembling sandwiches, and cooking simple dishes.
- Serve food to students and staff in an efficient and courteous manner, adhering to portion sizes and meal requirements.

- Operate the cash register, handle cash transactions accurately, and provide change when necessary.
- Assist in monitoring food and supply inventory levels and report shortages to the kitchen supervisor.
- Accommodate students with special dietary needs and allergies as directed by the kitchen supervisor.
- Assists kitchen supervisor on order days to check-in and put away deliveries.

Cleaning and Sanitizing:

- Maintain cleanliness and sanitation in the cafeteria area, including cleaning tables, countertops, and serving utensils.
- Follow food safety guidelines, including proper temperature control and storage of food items.
- Assist with post-meal cleanup, including dishwashing and storage of leftover food.

Customer Service:

- Provide friendly and helpful customer service to students and staff, addressing any questions or concerns.
- Support the kitchen team during special events or activities, such as theme days or school celebrations.

**SUPERVISORY RESPONSIBILITIES**

None

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. Cafeteria workers must be able to stand for extended periods, lift heavy objects up to 40 pounds (such as crates of food or kitchen equipment), and work in a fast-paced environment.

**Work Environment:** While performing the duties of this job, the employee will work primarily in cafeterias, kitchens, and portable buildings. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends. The work environment may involve exposure to kitchen equipment, hot surfaces, and occasionally, loud noises.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_