



# SERVICE WORKER

## NUTRITION SERVICES FFV PROGRAM ASSISTANT

### JOB DESCRIPTION

**JOB TITLE:** Nutrition Service Fresh Fruits and Vegetables  
**REPORTS TO:** Director of Child Nutrition  
**LOCATION:** Campus Assigned

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-02  
**DAYS:** 185  
**JOB ID & DATE:** CLS-44, September 2023

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#### JOB PURPOSE SUMMARY

The Child Nutrition Services Fresh Fruits and Vegetables Program Assistant is responsible for overseeing the preparation, distribution, and maintenance of fresh fruits and vegetables in school nutrition programs within the school district. This role ensures that students have access to nutritious options and supports the overall success of the child nutrition services program.

#### REQUIREMENTS

##### Education Level Details

High School Diploma or equivalent preferred but not always required

Completion of coursework in nutrition, culinary arts, or a related field is highly desirable.

##### License or Certification

Food handler's permit or equivalent certification in food safety and sanitation.

Certified Dietary Manager (CDM) certification or equivalent is preferred.

##### Work Experience Required

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

Leadership experience in a food service setting is highly preferred.

##### Other Skills and Abilities Required.

Comprehensive knowledge of food safety and hygiene practices, including HACCP (Hazard Analysis and Critical Control Points).

Strong organizational and leadership skills.

Effective communication and interpersonal skills.

Physical stamina to perform tasks related to food preparation and distribution including standing for extended periods of time and heavy lifting of objects up to 40lbs

Attention to detail and a commitment to providing nutritious meal options for students.

## KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

### General

- Oversee the implementation and administration of the Fresh Fruits and vegetables program (FFVP) in accordance with federal regulations and guidelines.
- Collaborate with nutritionists and kitchen staff to plan menus that incorporate fresh fruits and vegetables.
- Provide leadership and supervision to kitchen staff involved in the preparation and service of the fresh fruits and vegetables.
- Ensure the quality, freshness, and presentation of fresh produce meet established standards.
- Manage inventory levels of fresh fruits and vegetables, coordinating distribution and storage.
- Ensure compliance with federal, state, and local regulations related to the FFVP and school nutrition programs.
- Provide training to kitchen staff on the safe handling, preparation, and service of fresh fruits and vegetables for the FFV program..
- Develop and implement strategies to promote fresh fruits and vegetables to students and encourage healthy eating.
- Collaborate with nutrition educators to engage students, parents, and the school community in nutrition education and awareness.
- Maintain accurate records related to FFVP activities, including meal counts, inventory, and financial transactions.
- Ensure the safety and sanitation of food preparation and service areas, following food safety guidelines.
- Maintain cleanliness and sanitation in the kitchen area, to include countertops and utensils.

## 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 weekendsThe 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: \_\_\_\_\_