

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

NUTRITION SERVICES ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in school food service preparation as a Nutrition Services Substitute.
- (3) Ability to work well with others.
- (4) Ability to read and write English and perform arithmetic functions.
- (5) Meet employee expectations established by the Baker County School District.
- (6) Possess a valid Florida Driver's License, Class E minimum.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to assume assigned responsibilities, work harmoniously with students and fellow workers and provide friendly service to participants of the nutrition services program. Ability to work efficiently and effectively at a fast pace. Ability to work and communicate in a noisy environment. Ability to stand for long periods of time. Ability to learn to operate basic food service equipment and machinery. Ability to follow instructions and to demonstrate skill in performance of routine non-technical duties involving preparation, clean-up and serving of food. Basic math skills necessary for preparing recipes, conducting inventory of food and non-food items and handling monies. Good communication skills necessary for reading labels and recipes and conversing with students and adults. Willing to participate in training for required certification. Ability to load and unload food cart on transport vehicle.

REPORTS TO:

Director, Nutrition Services, Purchasing & Warehousing / Site Principal

JOB GOAL

To provide nutritious meals, meeting meal component requirements, and a nutrition service program that fosters a positive environment for students and staff.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assume responsibility for quality food preparation both efficiently and as assigned by manager.
- * (2) Assist in daily kitchen maintenance and clean-up.
- * (3) Perform major cleaning of equipment and storage areas at regular intervals as designated by the manager.
- * (4) Serve students, staff, and other guests in a pleasant and courteous manner.
- * (5) Attend in-service courses scheduled by the district school staff.
- * (6) Provide meal nourishment for those individuals housed at a school location in the event of a county emergency or national disaster.
- * (7) Assist in loading and unloading food to catered school(s).
- * (8) Assist in cleaning of transport van.

48.00

NUTRITION SERVICES ASSISTANT (Continued)

- * (9) Perform other tasks as assigned by the Principal, the Nutrition Services Manager, and/or the Nutrition Services Director.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.
(190) – (part-time 185 days)

EVALUATION:

Performance will be evaluated annually by the school principal and Nutrition Services Manager in accordance with school board policies for assessment of non-instructional personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8