



MONONA GROVE

SCHOOL DISTRICT

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www.mononagrove.org

Position Description

Position Title:	School Nutrition Preparation Assistant
Department / Location:	School Nutrition
Reports to:	School Nutrition Production Kitchen Manager, School Nutrition Director and Assistant Director of School Nutrition
Employees Supervised:	None
Classification:	Non-exempt
Status:	10-month
Created / Revised:	March 2025

Position Summary

Under the direction of the School Nutrition Production Kitchen Manager, School Nutrition Director, and Assistant Director of School Nutrition, the School Nutrition Preparation Assistant performs entry-level tasks, including food preparation, serving, and cleaning within the school kitchen and cafeteria.

Essential Functions and Responsibilities

This position description is not an exhaustive list of all duties, knowledge, or skills but is meant to reflect the essential job elements. Any combination of the following job functions may be performed.

Essential Functions

1. Prepare and serve food, and assist with cleanup.
2. Wash dishes and utensils, either by hand or using automatic dishwashing equipment, while maintaining sanitary standards.
3. Clean kitchen and cafeteria areas.
4. Maintain equipment, storage, food preparation, and serving areas in a sanitary condition to comply with the District's Standard Operating Procedures (SOP) manual.
5. Operate the POS terminal and ensure that meals are properly recorded.
6. Complete daily paperwork, including production records, as assigned.
7. Stock food and supplies for meal preparation and service maintaining the visual appeal of school meals.
8. Assist in maintaining food quality.
9. Maintain appropriate certifications and training hours as required to meet USDA's Professional Standards.
10. Attend work regularly and punctually.
11. Perform other duties as assigned to contribute to a collaborative team environment.

Additional Job Functions

1. Attend required meetings and participate in training on work procedures and safety protocols.
2. Seek guidance from the School Nutrition Production Kitchen Manager, Assistant Director of School Nutrition, or School Nutrition Director when situations arise outside normal duties or require a response beyond the employee's training or authorization.
3. Stay informed about safe practices and the proper use of equipment required to perform duties.
4. Know, understand, and adhere to all applicable District safety policies and procedures.

Knowledge, Skills and Abilities

1. Must be organized and able to work according to a set schedule.
2. Must be able to communicate effectively both verbally and in writing, and follow written and verbal instructions.
3. Must demonstrate the ability to establish and maintain positive working relationships with School Nutrition employees, district staff, and community members.
4. Must understand the importance of teamwork, timeliness, and safety.
5. Must be able to maintain composure and avoid exhibiting negative behaviors.
6. Must be able to collaborate effectively with others to accomplish tasks without creating conflict.
7. Must be flexible and able to adapt to changing priorities, new assignments, and interruptions.
8. Experience operating a variety of kitchen equipment, including a commercial dishwasher, convection oven, and steamer, is preferred.

Working Conditions

1. Indoor school environment.
2. Indoor kitchen/cafeteria environment.

Physical Requirements

1. Must be able to stand and walk for extended periods.
2. Must be able to lift or move up to 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to reach in all directions, bend, stoop, and climb safely.
5. Must have the dexterity and hand/eye coordination necessary to operate equipment.
6. Must be able to communicate with others in a potentially noisy environment.
7. Must have the ability to maintain concentration and focus on repetitive tasks.
8. Must be able to follow safety practices at all times, including proper lifting techniques and equipment use.

Education and Experience

1. High school diploma or equivalent; must be able to read, write, and follow instructions effectively.
2. Previous food preparation experience or training is preferred.

Licenses and Certifications

1. ServSafe Certification and/or current Wisconsin Food Manager Certification are preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.