



Child Nutrition Assistant

Purpose Statement

The Child Nutrition Assistant is responsible for supporting food service activities at assigned locations. Key responsibilities include preparing food items that meet nutritional requirements, verifying order specifications, and maintaining sanitary conditions in food service areas.

Supervisory Relationship

Reports to: Food Service Manager II

Essential Functions

- **Attend Training:** Participate in unit meetings, in-service training, and workshops to gather and convey necessary job-related information.
- **Maintain Cleanliness:** Clean utensils, equipment, and food preparation and serving areas to ensure sanitary conditions.
- **Food Preparation:** Cook food from scratch or prepared items to meet nutritional and meal requirements.
- **Estimate and Adjust Recipes:** Adjust food preparation amounts and recipes as needed to meet meal requirements and minimize waste.
- **Evaluate Food Quality:** Assess prepared foods for flavor, appearance, and temperature to ensure acceptance by students and staff.
- **Inspect Food Items:** Verify the quantity, quality, and specifications of food items to meet preparation requirements and health standards.
- **Inventory Management:** Inventory food, condiments, and supplies to ensure availability for projected menu requirements.
- **Monitor Sanitation:** Maintain equipment and food service areas in compliance with health standards.
- **Ensure Safety:** Monitor kitchen and cafeteria areas to ensure a safe working environment.
- **Cross-functional Support:** Perform functions of other nutritional services positions as requested to ensure adequate staff coverage.
- **Food and Beverage Preparation:** Prepare foods and beverages to meet nutritional and health standards, ensuring appealing presentation.
- **Report Malfunctions:** Report equipment malfunctions to maintain safe working conditions.
- **Serve Food:** Serve food items to meet nutritional requirements and requests of students and school personnel.
- **Stock Management:** Stock food, condiments, and supplies to maintain adequate quantities and security.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adhering to safety practices
- Operating commercial kitchen equipment

- Using pertinent software applications

Knowledge

- Basic math skills (fractions, percents, ratios)
- Safety practices and procedures
- Food preparation and handling
- Sanitation practices

Abilities

- Schedule activities and meetings
- Gather and collate data
- Work flexibly with others
- Operate equipment using standardized methods
- Set priorities and work as part of a team
- Handle interruptions and work with diverse individuals

Responsibility

Work under direct supervision following standardized procedures. Provide information and advice to others. Operate within a defined budget.

Work Environment

Physical demands include significant lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, and fine finger dexterity. The job requires 2% sitting, 50% walking, and 48% standing. Work under temperature extremes and conditions with exposure to risk of injury or illness.

Experience

Job-related experience is required

Education

High school diploma or equivalent

Required Testing

Post Offer Physical Exam

Continuing Education/Training

Participate in ongoing training as required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SF

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.