PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6591
7356(ESY)
6604 (SUB)
Pay Grade: D06

FLSA: Non-Exempt

FOOD AND NUTRITION ASSISTANT

MINIMUM QUALIFICATIONS

Ability to lift 20 lbs and stand for long periods of time. Ability to pass a food safety training course within 30 days of employment.

PREFERRED:
High school diploma or GED

MAJOR FUNCTION

Performs a variety of routine kitchen tasks essential for the efficient operation of serving meals in a school cafeteria. Responsibilities include rotating duties in food preparation, cooking, serving, cleaning, and cashiering. The role supports a team-based kitchen environment where all staff contribute to meal production and service, ensuring compliance with food safety standards and fostering a positive dining experience for students.

ESSENTIAL RESPONSIBILITIES

- Assists with high-volume food preparation by following written recipes, production records, and instructions.
- Adheres to assigned work schedules as written.
- Assists in maintaining production worksheets and required records in compliance with federal, state, and department guidelines.
- Performs cashiering duties and is accountable for school food and nutrition funds; maintains accurate financial and meal service records as required.
- Assists in all areas of food preparation and cooking to ensure timely meal service to students.
- Operates commercial kitchen and food production equipment while maintaining established safety and sanitation standards.
- Cleans and sanitizes dining areas, workstations and equipment; sweeps and mops kitchen floors.
- Assist students with meal-related needs in the cafeteria during scheduled meal periods.
- Assists with food and nutrition catering requests, as needed.
- Signs out and tracks inventory in accordance with school procedures to safeguard food and supplies.
- Performs routine lifting and physical tasks associated with food service operations.
- Maintains professional and effective working relationships with coworkers, staff, students, and parents/guardians.
- Assists with training of new employees as assigned.
- Participates in required professional development and training and maintains USDA Professional Standards training hours.
- In accordance with state law, the agreement with the Pinellas County Board of County Commissioners, and School Board Policies, all Pinellas County Schools Administrators, Plant Operators, Maintenance Staff, Food and Nutrition Staff, Transportation Drivers, and Nurses are considered essential operational staff and are required to report for duty as assigned during an emergency.
- Employees who possess and maintain a valid state of Florida Class E noncommercial driver’s license may be assigned driving-related duties on an as-needed basis.
- Performs other related duties as assigned.

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 established by the district. *Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 9/17/21 LM; BOARD APPROVED: 10/26/21; REVISED: PG, RT, MQ, MF, ER 01/05/26 MV; BOARD APPROVED: 05/19/26, EFFECTIVE: 07/01/26

FOOD AND NUTRITION ASSISTANT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	