



Date Adopted:	10/5/10
Range:	Asst I – 1 Asst II - 3
Classified:	CSEA

Job Description

NUTRITION SERVICES ASSISTANT I AND II

BASIC FUNCTION

Under general supervision, perform skilled functions and activities in cooking, baking and salad preparation in large quantities; assist in monitoring nutrition service personnel and in the maintenance of a food service facility in an orderly, safe and sanitary condition.

DISTINGUISHING CHARACTERISTICS

Nutrition Services Assistant I: Assigned to an elementary school site.

Nutrition Services Assistant II: Assigned to a secondary school site.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Prepare (ex: wash, chop, slice, mix, grate), assemble, cook, and bake a variety of foods items, including cakes, cookies, breads, rolls, vegetables, entrees, side dishes and sandwiches.
- Strictly adhere to pre-determined menus and standardized recipes.
- Prepare salad greens and vegetables, and set up serving areas.
- Review recipes and menus, estimate needed ingredients and the time required for the preparation, cooking and baking of a variety of foods and baked goods.
- Assist in receiving, inspecting, inventory control, storage, and preparation for transport of foodstuffs, supplies and materials.
- Maintain the food service facility in a clean, safe, and sanitary condition.
- Ensure that all food is handled properly and safely.
- Perform cashiering duties; receive cash and make change.
- Serve food items to students, staff, and the public.
- Operate kitchen equipment including mixer, slicer, dishwasher, warmer, ovens and other equipment.
- Clean and sanitize dishes, trays, pots, pans, utensils, grills and other kitchen equipment.
- Set up and breakdown food preparation lines and serving areas; assure proper stock levels are maintained at serving tables.
- Assure proper food item portions are prepared and distributed according to program requirements.
- Review, inspect and taste foods to determine quality, appearance and edibility.
- Maintain records (ex: temperature logs, transport records, etc.).
- May coordinate the activities of other nutrition service personnel.
- May assist in the training of nutrition service personnel and student assistants.

- Organize the hot and cold food for transport to other food service facilities.
- Operate a computer and related software applications (i.e. point of sale, email)
- May transport supplies.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, procedures and methods related to food safety (i.e. sanitation, storage, handling and temperature monitoring) and serving food in large quantities.
2. Safety practices and procedures.
3. Commercial kitchen appliances, equipment and utensils.
4. Basic mathematics pertaining to recipe conversions, measurements and inventory, record-keeping and cashiering skills.
5. All State, Federal and County program requirements.

Ability to:

1. Adhere to large quantity food production and preparation standards.
2. Understand and carry out oral and written directions including complex, standardized recipes.
3. Establish and maintain cooperative and effective working relationships.
4. Meet schedules and time lines.
5. Serve food to students and staff according to program guidelines.
6. Maintain nutrition service equipment and facilities in a clean and sanitary condition.
7. Operate commercial kitchen equipment, appliances and utensils in a safe and efficient manner.
8. Add and subtract quickly, collect money and make change accurately.
9. Operate a cash register, computer and related software.
10. Learn and follow health and sanitation requirements.
11. Communicate both orally and in writing in a clear and concise manner.
12. Apply policies and procedures related to the assigned duties and responsibilities of the position.
13. Work with discretion and in confidence with student information.

EXPERIENCE

One (1) year of experience in quantity food service preparation and food service facility maintenance in a commercial, institutional or school food service facility is required.

EDUCATION

High school diploma or equivalent is required. Training, certification or coursework in nutrition, and food safety and sanitation procedures is preferred.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Successful completion of the Employee Entrance Evaluation.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor/outdoor kitchen and cafeteria environments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of heavy work.

- Physical agility to lift and carry up to 50 pounds at waist height.

- Hear and speak to exchange information in person, on the telephone, and under noisy conditions.

- See to read a variety of materials.

- Possess dexterity of hands and fingers to operate equipment and perform the necessary functions of the position.

- Bend at the waist, kneel, or crouch.

- Stand and walk.

- Sit, stand and/or walk for extended periods of time.

- Reach horizontally and above shoulders to perform job functions.

- Climb a step stool or ladder and reach above shoulders.

Hazards:

Work with utensils and equipment typically found in a commercial kitchen environment, which include but not limited to, electrical and gas-fueled equipment, ovens, and chemicals used in cleaning. Frequent exposure to hot food items, serving trays, and heated equipment; sharp knives and slicers; cold from walk-in refrigerators and freezers and confining work areas.