

NUTRITION SERVICES ASSISTANT I**DEFINITION**

Under direction of a Nutrition Services Site or Production Manager, performs a variety of routine food service activities relating to the preparation and serving of food items to students and staff in an assigned school site kitchen facility, according to established procedures; maintains food service utensils, facilities and serving areas in a clean and sanitary manner; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Participates in the preparation of food items in a school kitchen. Gathers food items and assembles meal components; slices and/or portions fresh and canned fruits, vegetables, cakes, bread and other items; pans, cooks and warms main dish items as appropriate. Prepares bagged lunches for field trips and other outings. Operates a variety of food service equipment including slicers, mixers, ovens, warmers, cash register and others. Assists the manager in more complex food preparation tasks and record keeping.

Sets up serving areas, portions, assembles, wraps and places food on trays or places a la carte/snack items for display. Replenishes salad bars, speed lines and other serving areas and prepares additional food items as needed. Performs cashier duties, receiving money, cards, or numbers from students and staff for paid, pre-paid, free and reduced meals. Wraps and puts away left over food items in proper storage areas; cleans work areas, utensils and equipment and maintains food preparation and serving areas in a sanitary condition; washes, scrapes and rinses pans and utensils.

Tallies, counts and records served and left over food items. Counts, records, balances and bags money; prepares deposit slips, cash and dispatch sheets and other forms as assigned and assists in maintaining required records; participates in taking periodic inventory of food and other items. May assist the manager in completion of other required paperwork as needed; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Nutrition Services Assistant I** performs a variety of routine food preparation, serving and clean-up tasks in an assigned school site kitchen facility. This is the entry-level classification in the nutrition services series. The **Nutrition Service Assistant II** is assigned either to a central production kitchen or a Middle school non-production kitchen. At a central production kitchen, incumbents are assigned responsibility for preparation of food items for distribution to a specific site kitchen or kitchens, special programs, and/or catered events, in addition to the preparation and serving of food at the production middle school. At a non-production kitchen middle school, the single II position functions as a senior or lead. The **Nutrition Service Assistant III** performs specialized food preparation and service duties requiring extensive experience and expertise, in support of the District-wide catering program.

EMPLOYMENT STANDARDS

Knowledge of: Basic methods of quantity food handling, serving, storage, sanitation, and safety procedures; cash handling; basic mathematics; and basic record keeping practices.

Ability to: Understand and follow oral and written directions; learn modern methods of quantity food preparation and serving and to use and care for kitchen machinery and equipment; maintain food in an organized and efficient manner in accordance with established timelines; be flexible and able to adapt to

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changes in routine and duties; establish and maintain cooperative and effective working relationships with co-workers, school staff, parents and others; assist in maintaining order in the lunch lines; accurately perform basic mathematical calculations; make change quickly and accurately; maintain basic records; be reliable in attendance, punctuality, and follow-through; maintain grooming, personal hygiene and dress appropriate for job duties and as an adult role model; learn the use of a computerized cash register; learn and follow health and sanitation requirements; and obtain a Food Handler's Certificate.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, climb, kneel, reach, twist, crouch, squat, balance and bend in the performance of food service functions during entire work shift; strength to regularly transport cases of milk, food boxes and trays, and other objects weighing up to 50 pounds; sufficient finger dexterity to operate kitchen equipment and grasp, push, and pull heavy equipment and objects (e.g. food carts, salad bar, storage racks, materials, supplies, etc.) weighing approximately 100 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print. Work is performed in a school food service facility and incumbents are exposed to temperature extremes, loud noises and occasionally outdoor environments.

Typical Background: Any combination of training and experience that demonstrates the knowledge and abilities to learn to perform the typical duties. Experience in a school cafeteria or comparable work environment performing routine tasks at a fast pace is desired.

Licenses and/or Certificates: Valid Food Handler's Certificate.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.