

NUTRITION SERVICES ASSISTANT I

OVERALL JOB PURPOSE STATEMENT

Under the supervision of an assigned supervisor, the Nutrition Services Assistant I performs routine tasks in the assembly, preparation, reheating, serving, and sale of food in a high school or middle school kitchen or food service area.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, reheat, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Assistant I class performs routine duties such as setup, serving, cleaning and basic food assembly and operating a point of sale terminal. This class differs from the Nutrition Services Assistant II which is a more experienced level in the series, performing responsible and complex food service duties such as coordinating and overseeing assigned areas, assisting in record-keeping and occasionally assisting or substituting for a supervisor as necessary at a satellite facility.

ESSENTIAL FUNCTIONS

- Cleans utensils, equipment and the storage, food preparation and serving areas and maintains sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor to meet projected meal requirements and to minimize waste.
- Sets up work and food serving areas in accordance with standards for efficient and effective food assembly, reheating and serving of food items and ensures adequate quantity and quality of items are served at scheduled meal times.
- Provides information and/or direction to students, staff and the public regarding the type and/or cost of meals and markets items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies to verify quantity and specifications of orders and/or to comply with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, accounting of monies, making change, etc.)
- Assembles, prepares, reheats and serves food and beverage items.
- Stores unused food items in accordance with health and sanitation standards.
- Stocks food, condiments, beverages and supplies.
- Assists other personnel as may be required in the completion of their work activities.
- Attends work-related meetings and trainings (e.g., in-service training, etc.)
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

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KNOWLEDGE OF:

- Basic math
- Health standards and hazards related to cooking and storing food
- Quantity cooking
- Safety practices and procedures
- Standard kitchen equipment, utensils and measurements

ABILITY TO:

- Perform routine food service tasks
- Schedule activities
- Work with a diversity of individuals and/or groups
- Use a variety of job-related equipment
- Assemble, prepare, reheat, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area
- Operate a point of sale terminal and compute daily cash totals
- Operate equipment used in quantity food production
- Prepare and maintain accurate records
- Make change and arithmetic calculations quickly and accurately
- Communicate effectively both orally and in writing
- Utilize electronic communication to send and receive information
- Post simple records
- Work effectively under time restrictions
- Understand and follow complex, multi-step oral and written directions
- Interpret and apply rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others in a variety of circumstances
- Meet deadlines and schedules
- Adhere to health and safety procedures related to the job

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands listed below. All positions in the Nutrition Services classifications involve considerable physical abilities due to the nature of the assignments. However, the percentage of time referenced below will vary from assignment to assignment depending upon shift worked, number of staff at assigned school site, location and configuration of the kitchen and other possible factors. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

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Seldom	Squatting/crouching, climbing/balancing, kneeling, twisting back, reaching above shoulder, using hand controls (oven/drawer knobs, steam table controls)
Seldom/Occasionally Occasionally	Power/firm grasping (trash, food carts, loading/unloading trays) Stooping/bending, neck flexion/rotation, pushing/pulling, reaching at shoulder
Occasionally/Frequently	Handling/simple grasping; lifting up to 40 lbs. (most items weigh less than 40 lbs.) at waist height and carrying up to 40 lbs. a distance of up to 10 feet (pots of food, stocking food supplies, unloading cases of water bottles, etc.)
Frequently	Walking, standing, fingering/fine manipulation, reaching below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers, communicate with coworkers, students and staff. Vision ability to see near, distant, and color.

ENVIRONMENTAL CONDITIONS

Work near hazardous equipment/machinery, tolerate exposure to dust, gas, fumes and to extremes in temperature or humidity.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

None required.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CERTIFICATES

Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.