

NUTRITION SERVICES ASSISTANT III

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the Nutrition Services Assistant III operates a specialty, non-traditional "eatery" that also provides a learning lab for students enrolled in related classes (e.g., business, culinary arts), provides promotional materials and displays to support the specialty operation, performs tasks in the preparation, assembly, reheating, serving and sale of food at a school site location and/or specialty operation, ensures that adequate levels of product are ordered and stocked to meet customer preferences, provides occasional guidance and work coordination suggestions to students in classes whose course curriculum includes gaining practical experience in food service operations and fills in as assigned during the absence of the supervisor.

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 III class is a more experienced and independently functioning level in the series, performing responsible and complex food service duties such as organizing and preparing items for a site eatery, transporting items from the site's kitchen to the eatery, reporting necessary reorder requests for food and supply items to meet customer preferences and needs, interacting frequently with, and coordinating activities of, students working in the eatery as part of students' learning and academic curriculum, and, as assigned, may fill in during the supervisor's absence. This class differs from the Nutrition Services Assistant I class which performs routine, recurring duties such as setup, serving, cleaning, basic food assembly and operation of a point of sale terminal in a kitchen serving line or at a cart and when a supervisor or lead worker is present or readily available. The Nutrition Services III is the primary support staff for a specialty operation that includes a student education component.

ESSENTIAL FUNCTIONS

- Assists assigned supervisor for the purpose of overseeing volunteer and student workers, requisitioning, ordering and receiving food items, counting money and preparing cash deposits, recording and totaling data details for cash reports and substituting in the supervisor's absence as needed.
- Coordinates the operation of a satellite serving area, including ensuring an ambiance of high customer service that encourages and facilitates greater student utilization.
- Sets up, opens, maintains, closes and helps generate usage of a specialty operation at a site such as a "student café" by demonstrating excellent customer service.
- Coordinates students as needed and directed in support of the specialty operation that functions as an experiential lab in the site's curriculum.
- Cleans utensils, equipment and food storage, 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 minimize waste.

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- 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 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

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
- Present a high level of customer service and positive interaction with students and staff
- Consult with Nutrition Services Director and classroom teachers to adapt products, processes and services to fit the specialty operation
- Work and make standard operational judgments and decisions without immediate presence of direct supervision by using and applying standardized procedures
- Operate within a defined budget
- Schedule activities
- Consider a number of factors when using equipment
- Adhere to and ensure implementation of health standards and hazards related to preparing, reheating, assembling, transporting, serving and storing food
- Work with a diversity of individuals and/or groups
- Work with specific, job-related data
- Operate a variety of job-related equipment

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- Prepare and maintain accurate records
- Input data into a food service software system
- 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
- Make change and arithmetic calculations quickly and accurately
- Communicate effectively both orally and in writing
- Utilize electronic communication to send and receive information
- Monitor and provide for the security of all monies and food items assigned
- 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 multiple and varied daily deadlines and schedules with little room for error or delay
- Adapt to variations in routine
- Fill in during the absence of the supervisor

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)

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

CLASSIFIED

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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. An example of typical qualifying experience would be one year of experience in retail or a school kitchen preparing, assembling and selling food items.

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.