

## NUTRITION SERVICES ASSISTANT III

### OVERALL JOB PURPOSE STATEMENT

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

### DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, 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 Nutritional Services Assistant III class is a more experienced 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; as assigned may fill in during the supervisor's absence. This class differs from the Nutrition Services Assistant I class which performs a full range of responsible and complex tasks in the assembly, preparation, serving and sale of food. The Nutrition Services III is the primary support staff for a specialty operation that includes a student education component.

### ESSENTIAL FUNCTIONS

- Sets up, opens, maintains, closes and helps generate usage of, through customer service attitude, behaviors and appearance, a specialty operation at a site such as a "student café."
- 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 for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts in accordance with lists and schedules prepared by the Nutrition Services Supervisor for the purpose of meeting projected meal requirements and minimizing waste.
- Sets-up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.

- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance, etc.) for the purpose of selling food items and accounting for monies received from, and change made for, customers.
- Assembles, prepares and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g. cleans, stores, organizes, etc.) for the purpose of assuring maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items.
- Performs other related duties as assigned.
- Attends meetings (e.g. in-service training, etc.) for the purpose of receiving and/or conveying information.

**JOB REQUIREMENTS - MINIMUM QUALIFICATIONS****SKILLS, KNOWLEDGE AND ABILITIES****SKILLS**

Skills to perform multiple, non-technical tasks; adhere to safety practices; operate equipment used in quantity food production; prepare and maintain accurate records; present a high level of customer service and positive interaction with students and staff who elect to purchase products from the specialty operation; adapt to variations in routine and complete multiple different tasks quickly and accurately under limited time availability; to communicate effectively with students, teachers and staff.

**KNOWLEDGE**

Knowledge of basic math, of quantity food preparation, safety practices and procedures and of standard kitchen equipment, utensils and measurements to read and understand a variety of manuals; of routine documents used in nutrition operations; to speak clearly and appropriately; to understand and follow complex, multi-step written and oral procedures and instructions; to adhere to and ensure implementation of Health standards and hazards related to preparing, assembling, transporting, serving and storing food.

**ABILITIES**

Ability to schedule activities; to gather and/or collate data; to consider a number of factors when using equipment; to work with a diversity of individuals and/or groups; to work with specific, job-related data; to utilize a variety of job-related equipment; to assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area; to operate a point of sale terminal and to compute daily cash totals; to make change and arithmetic calculations quickly and accurately; to monitor and provide for the security of all monies and food items assigned; to

understand and follow oral and written directions; to interpret and apply rules, regulations, policies and procedures; to establish and maintain cooperative and effective working relationships with others; to meet daily deadlines and schedules with little room for error or delay; to fill in during the absence of the supervisor.

**PROBLEM SOLVING**

In working with others, some problem solving may be required to identify issues and select action. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.

**FLEXIBILITY**

Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods. In consultation with Nutrition Services Director and classroom teachers, adapt products, processes and services to fit the specialty operation including changes to student curriculum and instructional goals presented by teachers...

**RESPONSIBILITY**

Responsibilities include: working and making standard operational judgments and decisions without immediate presence of direct supervision by using and applying standardized procedures; providing information and/or advising others; and operating within a defined budget; monitoring and maintaining security of all monies and food items assigned; filling in as supervisor when assigned during the supervisor's absence. Utilization of some resources from other work units may be required to perform the job's functions within time constraints. There is a continual opportunity to impact the organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling (requires up to 50 pounds in each activity); some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking and 45% standing. The job is performed under some temperature extremes (including periods of time in stand up freezer/refrigerator and handling frozen items) and some hazardous conditions. Pace of work is rapid with need to provide fast level of service within limited time available for student lunch period. Attire should be appropriate for working safely and in compliance with food handling standards and for facilitating the café atmosphere of the specialty operation to enhance participation.

**EXPERIENCE**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, for example at least one year of experience in retail or school kitchen preparing, assembling, and selling food items.

**EDUCATION**

High School diploma or equivalent.

**REQUIRED TESTING**

Pre-employment Proficiency Test

**CONTINUING EDUCATION/TRAINING**

None specified

**CERTIFICATES**

State of California Food Handler's Certificate; Serve/Safe Certification within 6 months of employment.

**CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance every 4 years; pre-employment physical exam including drug screen.