

NUTRITION SERVICES ASSISTANT I

OVERALL JOB PURPOSE STATEMENT

Under the supervision of an assigned supervisor, the job of Nutrition Services Assistant I is done for the purposes of performing routine tasks in the assembly, 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, 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 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 Nutritional 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 for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Estimates food preparation amounts 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 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 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.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- 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**

Perform multiple, non-technical tasks. Adhere to safety practices. Operate equipment used in quantity food production. Prepare and maintaining accurate records.

KNOWLEDGE

Knowledge is required to perform basic math; understand written procedures; write routine documents; speak clearly; and understand complex, multi-step written and oral instructions; health standards and hazards related to cooking and storing food; quantity cooking and safety practices and procedures; Standard kitchen equipment, utensils and measurements.

ABILITIES

Schedule activities; collate data; work with a diversity of individuals and/or groups; work with specific, job-related data; utilize a variety of job-related equipment; assemble, 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 and post simple records; work effectively under time restrictions; understanding and follow oral and written directions; interpret and apply rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; meet deadlines and schedules.

PROBLEM SOLVING

Following prescribed guidelines when working with data and with equipment. In working with others,

some problem solving may be required to identify issues and select action plans.

FLEXIBILITY

Work with others in a variety of circumstances. Work with data utilizing specific, defined processes. Operate equipment using standardized methods.

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized routines and operating within a defined budget. There is a continual opportunity to have some impact on 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; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking and 70% standing. This job requires the ability to lift objects weighing up to 50 lbs. The job is performed under some temperature extremes and some hazardous conditions.

EXPERIENCE

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

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

CLEARANCES

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