



Job Description

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| Title: Child Nutrition Assistant I | FLSA Status: Non-Exempt | Months: 10 |
| Supervisor: Director-Child Nutrition Services | Supervises: N/A | Range: 8 |
| Department: Child Nutrition | Bargaining Unit: Classified | Approved:12/19/2019 |

JOB SUMMARY:

Under the direction of the Director-Child Nutrition, assist in quantity preparation and serving of food at an assigned school site; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Child Nutrition Assistant I classification is the entry-level classification in this series and performs various routine food service activities at an assigned school site. The Child Nutrition Assistant II classification is responsible for providing skilled assistance with food preparation, cooking and baking activities at a central kitchen or general kitchen site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the preparation and service of food; prepare fruits, vegetables, cereals and desserts; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods; assist with operating snack bar, hot cart and cold cart and barbeque cart station as assigned.
- Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; sweep and mop floors to ensure a safe and sanitary work environment; operate dishwashers and wash trays, pots, pans, plates, utensils and other serving equipment.
- Clean serving counters, tables, chairs, food containers and other food service equipment; prepare food and beverages for sale; count and set-up plates, trays and utensils; count food items including milk, juices and leftovers.
- Prepare salads, sandwiches and packaged foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.
- Prepare and maintain routine records and forms related to assigned activities including daily production sheets, daily temperature forms, meal count sheets and assisting inventories as assigned.
- Perform routine cashiering duties as assigned; count money and make correct change.
- Operate standard food service equipment such as slicers and warmers; operate a computer and assigned software.
- Stock condiments, food items and paper goods; assist in the storage and rotation of supplies in storage areas; unload deliveries as assigned; assist with ordering food items as assigned. May transport food and supplies as needed.
- Communicate with students, personnel and outside contacts to exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Basic food preparation including washing, cutting and assembling food items and ingredients.
- Basic kitchen utensils and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Oral and written communication skills.

Skills/Ability to:

- Provide timely service of food for students and staff at an assigned school site.
- Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition.
- Learn methods and procedures for preparing and serving food in large quantities.
- Learn sanitation practices related to the handling and serving of food.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Operate a cash register and make change accurately.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses, Certifications and other Requirements:

- Incumbents are required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs.

WORKING CONDITIONS:**Work Environment:**

- Food service environment.
- Subject to heat from ovens.

Physical Demands:

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

Hazards:

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.