



Job Description

Title: Child Nutrition Site Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: Director-Child Nutrition Services	Supervises: N/A	Range: 9
Department: Child Nutrition	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of the Director-Child Nutrition, perform routine assistance tasks in the preparation, packaging and serving of food in an assigned school cafeteria satellite or the central kitchen; maintain food service areas, facilities and equipment in a clean and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the preparation of hot and cold foods at school cafeteria sites or the central kitchen as assigned.
- Maintain inventory of hot and cold ingredients, dairy products and packaged foods; fill requisitions for assigned supplies.
- Provide routine assistance in preparing salads, fruits, sandwiches, vegetables, pastries, breads and desserts and main dishes by assembling ingredients, warming foods and performing similar activities.
- Assist in serving prepared food in accordance with apportionment criteria; package food items for delivery to other sites as assigned.
- Clean serving counters, utensils, trays, kitchen equipment and floors; wash pots, pans and kitchen utensils and sweeps floors.
- Maintain storeroom area and assigned work areas in a clean and safe condition.
- Store food and supplies.
- Perform cashiering duties as assigned and assist with daily cash accounting duties as assigned.
- Prepare and maintain routine paperwork related to assigned activities as required.
- Operate a variety of standard kitchen utensils and appliances such as a stove, steam table, disposer, mixers, can openers and slicers.

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.
- Sanitation and safety practices related to preparing, handling and serving food.
- Standard kitchen equipment, utensils and measurements.
- Oral and written communication skills.
- Basic math and cashiering skills.

- Basic record-keeping techniques.

Skills/Ability to:

- Assist in quantity preparation and serving of foods at an assigned school site or central kitchen.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Perform cashiering duties as assigned.
- Operate standard kitchen equipment safely and efficiently.
- Follow health and sanitation requirements.
- Wash, cut, slice, grate and assemble food items.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written instructions.
- Make basic math computations.
- Maintain routine records related to work performed.

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:

- Indoor/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.