

CHILD NUTRITION SERVICES ASSISTANT

Purpose Statement:

The job of Child Nutrition Services Assistant is done for the purpose/s of preparing and distributing food items for consumption by students and school personnel and maintaining facilities in a sanitary condition.

Essential Functions

- Arranges food and beverage items (e.g. placing in steam tables, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Loads carts for the purpose of ensuring that food and/or beverage items are available for delivery to other sites.
- Monitors kitchen for the purpose of ensuring a safe working environment.
- Prepares food and beverage items including assisting with cooking and/or baking for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or request of students and school personnel.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in food preparation.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; interpret written procedures, write routine documents and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: quantity cooking; and food safety practices requirements

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals; work with data of similar types and/or purposes; and utilize job related equipment. IN working with others, some problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data is limited and with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team: meeting deadlines and schedules; and working with constant interruptions.

Responsibility

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's' services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 30% walking, and 70% standing. The job is performed under some temperature extremes, some hazardous conditions, and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam
Pre-Employment Proficiency Test

Certificates & Licenses

Food Handler's Card

Continuing Ed./Training

Maintain Certification(s)

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

8-10-17

Salary Grade

Clsfd 11