

MODESTO CITY SCHOOLS
JOB DESCRIPTION
NUTRITION SERVICES ASSISTANT I

DEFINITION:

Under the direction of the Assistant Director-Nutrition Services, assist in quantity preparation and serving of foods at an assigned school site; assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; perform related work as required.

DISTINGUISHING CHARACTERISTICS:

The Nutrition Services Assistant I classification is the entry-level class in this series. Incumbents assist in routine food service activities at an assigned school or District site. The Nutrition Services Assistant II classification is the journey-level position in the series and is responsible for performing quantity food preparation work to ensure the proper use of specialized large quantity food production equipment. The Nutrition Services Assistant III classification oversees the day-to-day operations and food service activities at an assigned elementary school site and is responsible for ordering and inventory food and supplies. The Nutrition Services Assistant IV is the advanced classification in the series and performs more complex work at a continuation high school or junior high school site. Incumbents oversee the operation of a more diversified and complex food service program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the preparation and service of hot and cold food; assure proper temperature of foods; prepare fruits, vegetables, juices, milk, cereals and desserts; assemble various ingredients as assigned; package and wrap food items according to established procedures and portion control standards.
- Portion, pan and serve meals on serving lines; set out prepared foods.
- Fill and transport milk cartons and water containers; load food onto carts; push and pull carts.
- Assist in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; sweep and mop floors to assure a safe and sanitary work environment; wash dishes; 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, set-up and refill plates, trays and utensils.
- Maintain storage, food preparation and serving areas in a sanitary condition in compliance with current health code standards.
- Prepare and packaged foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary.
- Perform routine cashiering duties as assigned; count money and make correct change.
- Operate standard food service equipment such as ovens, thermometers, can openers, slicers and warmers.
- Stock condiments, food items and paper goods; assist in the inventory, receiving, storage and rotation of supplies in storage areas.
- Maintain records, logs and reports related to assigned activities.
- Type and input data into an assigned computer program.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience in quantity food preparation, serving and general kitchen activities.

Licenses 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.

DESIRED QUALIFICATIONS:

- One year experience in quantity food preparation, serving and general kitchen activities.

Knowledge of:

- Basic methods and materials used in the preparation, serving and transporting of food.
- Food preparation methods such as washing, cutting, assembling and wrapping foods or ingredients.
- Basic food serving utensils and equipment.
- Basic sanitation and safety procedures related to the preparation and serving of foods.
- Food handling, storage standards and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Basic math and cashiering skills.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Provide timely service of foods 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 given in English.
- Type and input data at an acceptable rate of speed.
- Operate a cash register and make change accurately.
- Communicate effectively both orally and in writing.
- Perform basic arithmetic calculations with speed and accuracy

WORKING CONDITIONS:

Work Environment:

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

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Sufficient physical ability and stamina to perform moderate physical labor.
- 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.

Cabinet Approved: 10/22/96

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Board Approved: 3/30/92, 11/4/96

FLSA Status: Non Exempt