

POSITION RESPONSIBILITY WRITE-UP

Position Title:	Nutrition Assistant	Date:	August 2021
Department:	Nutrition Services	Location:	All Sites
Accountable To:	Nutrition Manager and Nutrition Coordinator		

Primary Objectives of Position

To help prepare and serve nutritious meals to students and adults. Under general supervision, this role completes a variety of tasks in the school kitchen—prepares and serves food, cleans work areas and equipment, operates a register/point of sale terminal, counting with accuracy, and connecting and making a difference in the lives of our community's children on a daily basis.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Assists the Nutrition Services staff with basic food preparation, restocking serving lines, proper food storage, and maintaining the cleanliness of the food service, dining and storage areas.
- Performs work within scope of authority and training, and in compliance with RAS policies and quality standards; duties will vary according to job assignment.
- Cleans and maintains orderly, safe and sanitary conditions in kitchen; cleans dishes, kitchen utensils and equipment; cleans tables, chairs, floors and surfaces.
- Receives, transports and stores food according to sanitary handling standards; scoops bulk foods into containers, makes and wraps food portions, packages food orders.
- Prepares the dining area for meal time; prepares and serves meals as directed.
- Counts products received and shipped; verifies that the quantity, quality and type of products match the daily summaries and work orders; provides accurate and timely numbers for production and inventory.
- Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and RAS staff; acts in a manner that promotes a harmonious and effective workplace environment
- Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records and RAS information.
- Other duties or tasks may be assigned on an as-needed basis
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

Minimum Qualifications

Education, Training and Experience Guidelines:

- Food handling experience is preferred.
- MSNA Certification preferred but not required.
- ServSafe Certification preferred but not required.

Knowledge of:

- Safety and sanitation practices for food preparation, distribution and storage.
- Personal sanitation and hygiene regulations.
- Principles of record keeping and records management.

Skill in:

- Following and maintaining safety standards.
- Following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers, stakeholders, and students.
- Providing great customer service through efficient meal service speed, pleasant communication style with customers and co-workers, being patient and service-oriented; present a neat and well-groomed appearance; maintain a positive attitude

Physical Demands and Work Environment

- Work is performed in a commercial food service and kitchen work environment; moderate physical requirements, with risk of burns and cuts; frequent lifting, carrying, and moving up to 30 pound containers of food preparation materials and equipment; may require working in a walk-in freezer.