



NUTRITION SERVICE ASSISTANT I

District of Scholars, Achievers, Champions

Revision Date: 09/08/10

BRIEF DESCRIPTION OF POSITION

Under the direction of a Cafeteria Manager, performs a variety of food preparation and serving duties and maintains food service facilities in a snack bar or cafeteria in a clean and sanitary condition.

DISTINGUISHING CHARACTERISTICS:

The Nutrition Service Assistant I performs a variety of food service duties such as set-up, serving, cleaning, and food preparation and operate a point of sales terminal (POS) in the food service operation. The Nutrition Service Assistant II performs more responsible food service duties, as designated, and is primary assistant to the cook in the overall operation of the kitchen.

STATEMENT OF TYPICAL DUTIES

- a. Prepares or assembles foods, such as salads, sandwiches, cookies, desserts and beverages; slices cheese and vegetables.
- b. Prepares a la carte items such as hamburgers, burritos, french fries and other food items, as directed.
- c. Assists the cook in the preparation of main dishes or pastries, as assigned; assists in preparing fruits, vegetables and other foods for cooking.
- d. Sets up serving areas, steam tables and ice trays; sets out food and beverages.
- f. Serves food to students and staff according to established procedures.
- g. Operates a POS terminal; receives money and makes change; assists with lunch count and money reconciliation, as directed.
- h. Maintains work and serving areas in a sanitary manner; washes and cleans steam tables; cleans and stores utensils, dishes and kitchen equipment.
- i. Operates a variety of standard kitchen equipment, such as slicers, can openers, commercial food mixers, food choppers, ovens and others.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles of quantity food preparation and serving.
- Sanitation and safety practices related to cooking and serving food.
- Basic math skills.
- Standard kitchen equipment, utensils and measurements.

Ability to:

- Assist in the preparation and serving of foods in large quantities.
- Maintain work and serving areas in a clean and sanitary condition.
- Understand and follow oral and written directions.
- Utilize standard kitchen utensils, equipment and appliances in a safe manner.
- Lift objects weighing up to 55 pounds.
- Make change and basic arithmetic calculations quickly and accurately.
- Work effectively under rush conditions.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to prepare food and operate equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS

School cafeteria environment; subject to lifting, pulling, pushing and standing for long periods of time.