

NUTRITION SERVICES ASSISTANT I

DEFINITION

Under general supervision, the Nutrition Services Assistant I assists in the preparation and serving of meals in a school site cafeteria, serving kitchen or central food production center. This position also requires that the incumbent maintain food service facilities in a clean and sanitary condition. The Nutrition Services Assistant I also performs basic recordkeeping duties.

ESSENTIAL FUNCTIONS

- Assist in the storing, preparing, selling and servicing of hot and cold food items in accordance with prescribed menus and established procedures
- Ensure the distribution of safe food by practicing established safe food-handling techniques and procedures
- Follow department's standard operating procedures
- Perform cashiering duties to include operating point-of-sale terminals, collecting money, making correct change, keeping accurate records and determining daily sales
- Operate and use a variety of equipment, utensils and machines used in school cafeterias including, but not limited to, commercial ovens, rethermalization units, food warmers, microwave ovens and steamers
- Prepare vegetables, fruits, and other foods for cooking
- Prepare salads, desserts, sandwiches and beverages
- Assist in the preparation of main dishes for cooking or in baking pastries and breads
- Set up for serving and serve a wide variety of lunches and snacks to students, faculty members and other individuals
- Wash and store dishes, utensils pots and pans
- Clean, rinse and sanitize counter tops and kitchen equipment and dispose of refuse
- Periodically sweep and mop floors and clean hoods and filters
- Follow safe and sanitary procedures and practices
- Assist with packing and loading of food for transport from a central food distribution facility to serving kitchen
- Prepare change boxes prior to the selling of food
- Record inventory and other data
- Report unsafe, unsanitary conditions or malfunctioning equipment to supervisor
- Assist in monitoring student meals to ensure USDA compliance for a reimbursable meal
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Maintain a high level of ethical behavior and confidentiality of information about students and staff
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other duties as required

QUALIFICATIONS

Knowledge of:

- Methods of preparing sandwiches, salads, desserts and related food items
- Sanitation principles applicable to food serving and kitchen maintenance
- Basic kitchen utensils and equipment
- Proper English, grammar, spelling, punctuation and arithmetic
- The 40 Developmental Assets

Ability to:

- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Learn efficient and safe methods of preparing and serving food and operating food service equipment
- Accurately count money and make change
- Maintain basic records
- Operate point-of-sale terminals, machines and equipment found in school cafeterias and food production areas
- Operate standard office equipment, computer and electronic devices
- Maintain proper personal hygiene
- Travel to and work at various school sites and Central Food Production Center, as assigned
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents
- Accept change positively and support new ideas and methodologies
- Relate effectively with racially and ethnically diverse staff, students and community members
- Maintain consistent, regular and punctual attendance
- Follow District, state and federal rules, policies, regulations and laws
- Meet demanding timelines and schedules
- Work effectively as a member of a team
- Speak Spanish (desirable)

EDUCATION (degrees, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Valid and current County of Riverside Food Worker's Certificate or Food Safety Certificate (approved for California)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE:

- Individuals possessing the knowledge and abilities as stated are considered to have the necessary experience

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment

- Ability to lift and carry 60 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

Revised 12/19/2018

Board Approved 1/20/2009,