

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 requests 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, percents, and/or ratios; understand 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; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving 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 with immediate supervision; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on 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; frequent 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 with some temperature extremes and some hazardous conditions.

Experience Job related experience is desired.

Education High Schooldiploma or equivalent.

Required Testing

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

Certificates & Licenses

- Food Handler's Card

Continuing Educ./Training

- Maintain Certification(s)

Clearances

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clbfd 11