



School Nutrition Assistant I

Nature of Work

The School Nutrition Assistant I works in the Central Production Kitchen and respective serving areas. The primary purpose of this job is to assist the Production Assistant, Production Cook, and Manager in all school nutrition production. Detailed instructions are given for the work that is to be done. The employee receives direct supervision.

Essential Functions

Food Production and Service

- Reads and follows standardized recipes examples: mix and stir ingredients, slice and chop food etc.
- Gathers items as directed recipe
- Stores food and equipment in specified locations
- Places food and additional items in proper places on serving line
- Portions and serves food items on serving line
- Retrieves snack crates from previous days' snack at each school
- Organizes and prepares snacks for delivery to individual classrooms

Performance

- Maintains cleanliness of assigned work areas found in cleaning schedule (ex. floor, serving line, tray line pans, utensils, milk box, trash, etc)
- Follows HACCP policies and procedures, and handbook guidelines
- Attends trainings as assigned, to ensure federal, state, and local guidelines are being followed (six hours' minimum required)
- Attends team meetings and participates willingly
- Observes areas where help is needed and does whatever is needed to expedite the work
- Serves students/customers in a friendly and efficient manner
- Communicates with other employees in a respectful and positive manner

Transportation (if assigned)

- Collaborates with Production Cook to determine what to deliver
- Follow procedures of delivering meals such as checking temperatures, writing down times, discarding after 4 hours, and completing transport production record

Additional

- Assist in properly dating and storing inventory once received
- Organize storage areas such as freezer, refrigerator and dry storage room
- May be required to perform point of sale operations
- Performs other tasks and assumes other responsibilities as the manager may assign

Requirements

- Valid driver's license
- Prior knowledge of food preparation/serving, safety, and sanitation practices
- Prior knowledge of simple arithmetic
- Ability to read and comprehend recipes and directions for use of equipment
- Ability to perceive size and serve standard portions



Physical Demands

To perform the essential functions of this job the employee must:

- Stand and walk approximately 90% of the work day
- Occasionally sit, climb, balance, stoop, kneel, crouch, or crawl approximately 10% of the day
- Frequently lift or move objects up to 15 lbs. and occasionally lift or move objects up to 50 lbs.
- Have adequate vision (i.e. close vision, distance vision, color, peripheral vision, depth perception, and ability to adjust focus.)

Environmental exposures include:

- Walk in freezer/refrigerator temperatures reaching below 0 degrees F
- Discomforting warm temperatures during food preparation times
- Loud noises
- Getting wet while washing dishes and/or cleaning

Preferred Education and Experience

- Some experience in quantity food preparation
- Certified through ServSafe or other safe food handling accreditations.

Position Type/ Expected Hours of Work

This is a part time position, working up to 4-6 hours, with start times as early as 6:30 am and leave times as late as 3:30 pm. Work schedule is subject to change based on day to day needs. This position requires infrequent Saturday work days (approximately 4-5 days/year). Due to nature of a year round school schedule, approximately four seasonal 2-3 week long breaks will be expected with time off/no pay. Occasional holidays will be observed with time off/no pay as well.

Additional Information

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time or without notice. The School is an at-will employer, which means that your employment with the School is for no specific period of time and may be terminated by the School, with or without prior notice and with or without cause.