



School Nutrition Assistant II (Production Assistant)

Nature of Work

The School Nutrition Assistant II works in the Central Production Kitchen as a Production Assistant. Employee may specialize in specific areas, such as: main dish cook, baker, and/or salad chef. The Production Assistant is responsible for preparing food using standardized recipes and specified quantities. They report to the Production Cook and utilize School Nutrition Assistants' to complete tasks. The employee receives limited supervision.

Essential Functions

Food Production and Service

- Reads recipes and directions for numbers of meals to be served.
- Calculates amount of ingredients for number of portions to be served.
- Measures and mixes ingredients.
- Computes time to be used in preparing and finishing products on time.
- Proportions product into prescribed serving size.
- Portions and serves food items on serving line

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

Additional Functions

- Organize storage areas such as freezer, refrigerator and dry storage room
- Assist in properly dating and storing inventory once received
- Wash and dry soiled towels
- May be required to perform point of sale operations
- Notifies manager of equipment repairs needed.
- Records material and supplies needed.
- 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
- Ability to read and comprehend recipes and directions for use of equipment
- Ability to make calculations necessary for conversion of recipe quantities and timely food preparation
- Ability to plan sequence of steps in food preparation



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 20 lbs. and occasionally lift or move objects up to 50lbs.
- 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 6-8 hours, with start times as early as 5:30 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.