

## Sweetwater Union High School District

### NUTRITION SERVICES ASSISTANT I

#### **Purpose Statement**

The job of Nutrition Services Assistant I is done for the purpose/s of preparing and serving food items to students and/or school personnel as well as maintaining nutrition services facilities in a safe and sanitary condition.

#### **Essential Functions**

- Prepares food and beverage items as assigned (e.g. salads, breads, hot and cold food items, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Serves food and beverages (e.g. salads, fruit, hot and cold food items, prepackaged food and beverages, etc.) for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Arranges hot and cold food and beverage items (e.g. fruit, sandwiches, prepackaged foods, etc.) for the purpose of serving them to students and staff in an efficient manner.
- Cleans utensils, equipment and building areas as assigned (e.g. carts, dishes, pans, tables, counters, storage, food preparation and serving areas, etc.) for the purpose of maintaining required orderly, clean and sanitary conditions.
- Collects payments for food items from students and staff (e.g. cash, meal tickets, etc.) for the purpose of securing funds for reimbursement of costs.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Inventories food items, condiments and supplies for the purpose of ensuring availability of items.
- Monitors food preparation, serving and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Responds to inquiries of students, staff and the public (e.g. type and/or cost of meals, etc.) for the purpose of providing information and/or direction.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

#### **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: adhering to safety practices; and operating equipment used in the preparation and serving of food.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; sanitation and safety

practices and procedures; quantity food preparation; applicable codes, policies, regulations and/or laws; and storage and rotation of perishable food.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. 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: establishing and maintaining cooperative and effective working relationships; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; 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; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 40% walking, and 60% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

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

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ./Training**

None Specified

**Certificates/Licenses**

Food Handlers/SafeServ Certificate

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics.” SUHSD Board Policy 0410*