

Sweetwater Union High School District

NUTRITION SERVICES ASSISTANT II

Purpose Statement

The job of Nutrition Services Assistant II is done for the purpose/s of preparing and serving food items to students and/or school personnel; maintaining nutrition services facilities in a safe and sanitary condition; serving as lead in the absence of the Nutrition Services Supervisor; and performing cashiering duties.

This job is distinguished from similar jobs by the following characteristics: The Nutrition Services Assistant II classification is responsible for performing more complex food service preparation such as preparing food from scratch; incumbents serve as a lead in the absence of the Nutrition Services Supervisor. The Nutrition Services Assistant I classification is the entry-level class in this series; incumbents perform routine food service activities at an assigned site.

Essential Functions

- Serves as a lead in the absence of the Nutrition Services Supervisor for the purpose of assisting in training and providing work direction and guidance to assigned personnel.
- Monitors quality and quantity of food served for the purpose of ensuring proper temperature of foods and compliance with safety, sanitation and other regulatory requirements.
- Performs cashiering duties (e.g. count money, make correct change, prepare and balance cash registers, preparing deposits, processing lunch tickets, etc.) for the purpose of completing meal transactions, securing funds for reimbursement of costs and reconciling bank deposits.
- 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 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; operating equipment used in the preparation and serving of food; operating a cash register; operating standard office equipment including utilizing pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. 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; applying applicable codes, policies, regulations and/or laws; and storage and rotation of perishable food.

ABILITY is required to schedule activities and/or meetings; 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 a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. 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 limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. There is a continual opportunity to impact 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

Certificates/Licenses

Food Handlers/SafeServ Certificate
Supervisor's Training Certificate issued by Dept. of Public Health

Continuing Educ./Training

None Specified

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