



NUTRITION SERVICES ASSISTANT

Job Code: 240BOE
Bargaining Unit: 11
Revised Effective Date: 1/22/2018

Description of Work

General Statement of Duties

The job of Nutrition Services Assistant (NSA) was established for the purposes of providing support to the Nutrition Center and school food service operations. The duties performed by the NSA are broad, flexible, and entry-level. NSAs perform routine work including, but not limited to: customer service, food safety and sanitation, cooking, food preparation and service, point of service sales, simple reports, customer engagement, and related duties as assigned.

Supervision Received

Works under the direction of a Nutrition Services Supervisor, Nutrition Center Supervisor and/or designee.

Supervision Exercised

None.

Typical Duties Performed

The essential functions include, but are not limited to, the following fundamental duties:

Adheres to district and department procedures and guidelines; local, state and federal regulations; and food safety and sanitation guidelines.

Receives, handles, prepares, cooks and stores food and supplies.

Maintains a clean and safe kitchen, cafeteria and work environment.

Operates a dish machine and three-compartment sink; washes dishes, utensils, pots and pans, etc.

Operates, cleans, reassembles and performs simple maintenance on a variety of kitchen appliances and equipment.

Operates a point of sale system and ensures compliance with Child Nutrition Program requirements.

Assists with simple logs, records, and reports.

NUTRITION SERVICES ASSISTANT

Participates in meetings, in-services, and trainings.

Demonstrates competency with food safety and sanitation requirements, department procedures, and job tasks.

Satisfactorily completes assigned tasks in a timely manner.

Performs other related duties as assigned.

Knowledge, Skills and Abilities

Builds and maintains a positive and respectful work environment.

Provides excellent customer service to internal and external customers.

Working knowledge of food safety and sanitation requirements.

Working knowledge of food preparation and cooking principles and methods..

Working ability to follow oral and written instructions.

Working ability to learn the use of kitchen equipment.

Working ability to make simple arithmetic computations.

Working ability to endure periods of hard physical work and to perform work well under time pressure.

Working ability to safely lift fifty pounds.

Working ability to read and write English at the 9th grade level.

Minimum Qualifications

Ability to perform the duties of the position.