

Nutrition Services Assistant

Job ID 1017965

Full/Part Time

Location Other

Regular/Tem... Regular

General Information

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.

Qualifications

Minimum Qualifications

Ability to perform the duties of the position.

Responsibilities

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.
- 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.

Pay, Benefits & Work Schedule

This is a 10 month position. The hours vary.

Salary and benefits are in accordance with the Nutrition Services negotiated labor agreement. The labor agreement and salary schedule can be found at <https://www.spps.org/Page/33566>. The minimum rate of pay for this position is \$17.19 per hour.

Benefits are available to new employees after 30 days of active employment. Benefits include medical insurance, life insurance, sick leave, pension plan, tax-free retirement account, and flexible spending account. Some employee groups also receive vacation, dental insurance and disability insurance. A benefits summary is available at <https://www.spps.org/Domain/13220>

How to Apply

To be considered further, please apply for this position and attach a resume and cover letter to your online application.

The Human Resource Department will review your application materials and contact you regarding the next steps.

To attach additional documents to your online application, click on the "Additional Attachments" link from the applicant homepage and upload your documents as attachments. Valid file extensions for attaching a document include .doc, .txt, .rtf, and .pdf.

Other Information

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran's Preference - If you are an eligible veteran applying for a job where veteran's preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

Essential Functions

Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.

Regular and reliable attendance.

May be exposed to various cleaning products.

Equal Employment Opportunity

Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.

Equity Statement

SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.