

## **Hampton Falls School District**

### **Job Description**

**Position:** School Nutrition Assistant

**Reports to:** School Nutrition Director

#### **Position Description:**

The job of School Nutrition Assistant is responsible for preparing and serving food items to students and school personnel and maintaining School Nutrition facilities in a safe and sanitary condition.

#### **Education and Experience:**

- High School diploma or equivalent
- No experience required; experience with food services and/or School Nutrition programs preferred.

#### **Responsibilities:**

- Prepare produce, sandwiches, baked goods and other food items for students and staff following Health, Federal and State regulations
- Maintain required records – Production, Inventory, Professional Development, etc
- Determine items to be ordered, both food and non-food, required for the position
- Cashier
- Clean and maintain kitchen equipment used
- Dishwashing and kitchen cleanup
- Assist others as needed
- Other duties as assigned

#### **Term of Employment:**

- 181 days per School year, 5.75 hours per day

#### **Evaluation:**

- Employee will be evaluated after 90 days

#### **Adopted:**