

## NUTRITION SERVICES AIDE



# CLASSIFIED JOB ANNOUNCEMENT

District employees must submit a transfer request form, a resume, and a letter of interest stating relevant qualifications and experience for this vacancy to the Department of Human Resources.

**JOB TITLE:** **NUTRITION SERVICES AIDE**  
**Part Time – Various Hours (Based on 163 or 167 days)**

**LOCATION:** **DISTRICT WIDE**

**SALARY:** B \$8.68

**PAY GRADE:** 2

**REPORTS TO:** NS Kitchen Manager

**STARTING DATE:** **As Arranged**

**SUMMARY:** Work as a team member to complete all duties and tasks necessary to prepare, serve and track meals. Must relate well to people and create rapport with students. Must have the ability to perform repetitious tasks and maintain work quality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (include the following. Other duties may be assigned) Assist with all aspects of finishing product and portions to allow cafeteria to open on a timely basis. Participate in all aspects of cleaning service ware and area. Follow department guidelines when cashiering. Complete required paperwork timely. Follow all district, county and USDA guidelines for personal and environmental sanitation.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High school diploma or equivalent preferred, or equivalent combination of education and experience. Specialized courses in institutional cooking preferred.

**EXPERIENCE:** 0 – 2 years experience in food services.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Basic math, writing, communication, and accounting skills. Experience with steam table/steamer, convection oven, mixer, slicer and dishwasher preferred at hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required.

**SAFETY TO SELF AND OTHERS:** In order to safely perform this position, the employee must be familiar with the safety rules of the job and participate in all safety training provided by the department. Employee must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if unsure how to perform a task safely, stop and ask supervisor for instruction before continuing.

All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.

Employees are expected to immediately report any unsafe working conditions or safety problems to the immediate supervisor. Until corrective action is taken, ensure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk; reach with hands and arms and taste or smell. The employee is occasionally required to sit; balance and stoop, kneel, crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.*

## **AN EQUAL OPPORTUNITY EMPLOYER**

**Conditions of Employment include (but are not limited to):**

- **Direct Deposit of paychecks.**
- **Compliance with Thompson School Districts policies (e.g. Drug Free, Internet, Safety, etc.)**
- **All full-time employees are required to enroll in the District's insurance plan.**
- **All employees working a minimum of 50% are required to enroll in the District's life insurance plan.**
- **Successful completion of a post offer, pre-placement physical required for select positions in Transportation, Custodial, Nutrition Services and Paraprofessionals.**