

ASHTABULA AREA CITY SCHOOLS  
JOB DESCRIPTION

NUTRITION SERVICES  
LEVEL I

QUALIFICATIONS:

High School diploma or GED.

Obtain a satisfactory BCII and FBI background check and medical, drug and TB test.

Maintain an acceptable attendance record and punctuality.

Ability to operate a computer and basic computer skills needed for email and ordering of food and supplies.

Possess or participate in the District's training for the ServSafe certification.

Food production skills and the ability to use commercial kitchen equipment.

Proficient in food safety and sanitation, HACCP certification is preferred.

Maintain accurate records and submit reports on time.

Knowledge of kitchen fire suppression system operation.

Ability to prepare and serve food for special district events as directed (i.e., banquets).

Knowledge of and ability to operate various kitchen equipment (i.e., convection ovens, steamers, food warmers, commercial dishwashers) as well as properly sanitizing kitchen equipment and work surfaces.

Proficient with the POS system.

Ability to work with other employees in a way that is cooperative, productive and acceptable.

Ability to follow local and state health department regulations including appropriate work attire including full coverage hair restraint (hairnets, hats)

REPORTS TO:

Nutrition Services Supervisor/Metz Manager

JOB GOAL:

Plan for and prepare daily breakfast and lunch meals for students and staff while maintaining optimum food safety and sanitation standards. Meals must meet the nutrition standard set forth by the National School Breakfast and Lunch Program and maintain all paperwork required for these programs. A Level I employee, in collaboration with Level II and III employees, will determine the workflow of their daily duties.

PERFORMANCE RESPONSIBILITIES:

Ability to comply with nutrition, health and safety regulations.

Maintain and monitor production sheets.

Under the direction of the Nutrition Services Supervisor, follows all directions and seeks advice when expectations are unclear; provides instructions and communicates daily workflow assignments to staff, temporary employees and trainees.

Prepares the cafeteria for lunch; make ready and available the appropriate condiments, utensils, napkins and straws.

Helps other staff as needed to meet established schedules.

Clears trash and wipes down cafeteria tables between lunch lines and after final lunch ends; cleans and fills all condiment pumps and or packet containers.

Follow the published menus and prepare hot and cold foods including main entrée and food bar items, hot vegetables, pizza, daily ala carte items (cold salads, wraps and sandwiches) and any additional menu items at the direction of the Nutrition Services Supervisor, while being mindful of food presentation and standards.

Ability to train/retrain kitchen staff for compliance.

Prepares special meals for students with dietary restrictions.

Monitor kitchen safety; ensure kitchen supplies and equipment are properly stored, identify any maintenance needs and notify the Nutrition Services office.

Ensure compliance with all food preparation regulations Obtain, gather and organize pertinent data as needed and puts into usable form.

Order and maintain supplies as needed. Carefully uses products and supplies to control costs and reduce waste. Organizes, stores, dates and rotates stock as directed and properly stores or disposes of leftover food.

Keep current with technology and other workplace innovations that support job functions.

Assist external rental groups and secure the kitchen and storage area as directed.

Promptly report all injuries as outlined in the District's Standard Operating Procedure to the Nutrition Services Supervisor.

Reports student discipline problems or related concerns to the Nutrition Services Supervisor and building principal.

Other daily responsibilities as related to food preparation and regulation.

Performs related duties as required.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The employee shall serve as a role model for students in how to conduct themselves as responsible citizens.

Upholds board policies and follows administrative guidelines and procedures.

#### WORKING CONDITIONS:

Minimal exposure to dirt, odors, heights, cleaning chemicals, variable temperatures and weather conditions. Requires moderate physical effort to include climbing stairs, lifting and moving up to 30 pounds (i.e. supplies, equipment) stooping, bending, standing and walking.

This description is intended to illustrate the level of work difficulty and kinds of job duties that may be assigned to individuals in this position and should not be interpreted to describe all the duties that may be required. The use of a particular expression or illustration to describe duties does not exclude the assignment of other job duties not mentioned that are of similar kind or level of difficulty. The described job duties do not constitute a written or implied contract of employment. Ashtabula Area City Schools reserves the right to revise or change job duties, job hours, and responsibilities per the terms and conditions of the Master Agreement.

**TERMS OF EMPLOYMENT:**

Hours and days in accordance with position.

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with the provisions of the Master Agreement.

Revised: January 9, 2014

Revised: June 9, 2021

Revised: May 6, 2025

Board Approved: May 21, 2025