



# School Nutrition Assistant

**Reports to:** Manager, School Nutrition

**Division:** School-Based

**Structure/Grade:** Unified 104

**Workdays:** 185 Days

## Position Summary

Prepare and cook nutritious meals, serve students and staff, maintain kitchen cleanliness, and perform cashier duties. Ensure timely service and adherence to health and safety standards while working under direct supervision as an entry-level individual contributor.

## Essential Job Duties

- Prepare and serve nutritious meals, including breakfast, lunch, and after-school snacks, ensuring the dietary needs of students and staff are met.
- Manage cashiering duties by processing transactions, maintaining accurate financial records, and reconciling total payments received with sales.
- Ensure kitchen cleanliness by sanitizing work areas and equipment while adhering to health and safety standards.
- Implement meal management programs to accurately plan and prepare meals in collaboration with managers.
- Maintain inventory control by receiving supplies, stocking items appropriately, conducting monthly checks, and monitoring food temperatures for safety compliance.
- Collaborate with team members to perform various functions within the kitchen efficiently.
- Communicate effectively with students and parents about lunch accounts.
- Perform additional duties as assigned.

## Qualifications

- High school diploma with 0 - 3 years of experience required.
- Experience in institutional food service is preferred

## Knowledge, Skills, and Abilities

- Basic competency in the field, with basic knowledge of food handling, preparation, and service procedures
- Ability to follow established standard operating procedures and systems
- Ability to follow all safety and sanitary rules and regulations
- Ability to operate kitchen equipment and identify problems that arise
- Basic math skills and the ability to inventory food items and order supplies
- Ability to read and follow recipes
- Ability to work well in a team environment
- Good customer service skills
- Effective oral and interpersonal communication skills



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## Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates tools and equipment that can pose a hazard.
- Constantly uses fine motor skills to complete tasks.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about the work space to access equipment and materials.
- Frequently moves boxes and products weighing up to 50 pounds.
- Frequently exposed to extreme temperatures.
- Frequently exposed to loud noises.
- Occasionally exposed to oils and fumes from food products and equipment.

## Supervisory Responsibility

- None

**Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_