

NUTRITIONAL SERVICES ASSISTANT

REPORTS TO: Site Manager

JOB SUMMARY: Under supervision, to assist in the preparation, cooking and serving of food. To clean and sanitize cooking utensils and dishes and silverware. Maintain cooking, eating and storage areas in a clean and orderly condition and to do related work as required.

RESPONSIBILITIES:

1. Performs a variety of tasks involved in the preparation of food, such as: peeling potatoes, preparing and cooking meats, vegetables and other foods and making salads and sandwiches.
2. Serves food at counter.
3. Attend cash register in the absence of the Manager.
4. Assist in ordering needed supplies.
5. Keep simple kitchen records.
6. Clean and put away utensils.
7. Keep kitchen, serving, storage and dining areas clean and orderly.

KNOWLEDGE AND SKILLS:

- Knowledge of the methods of preparing, cooking and serving foods in large quantities.
- Knowledge of simple record keeping and accounting.
- Knowledge of cleaning methods.
- Knowledge of kitchen utensils and their uses.

MINIMUM QUALIFICATIONS:

- Physical ability to handle large quantities of food.
- Freedom from contagious disease.

- A combination of education and experience that may be accepted as equivalent by the Civil Service Board.
- Previous experience in the preparation, handling and serving of large quantities of food is desirable.
- Ability to get along with, and to handle children.
- Ability to maintain harmonious relations with co-workers and other school personnel.
- Ability to read and write and to make simple arithmetic calculations.

DESIRABLE QUALIFICATIONS:

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PENSION: PERA

BARGAINING UNIT: Food Service

Revised: 3/28/01