

Lewis-Palmer School District Position Description

Position Title: Nutrition Services Assistant
Department: Food & Nutritional Services
Reports to: Nutrition Services Kitchen Lead

Days: School year
Non-Exempt

SUMMARY: The Nutrition Services Assistant is responsible for food preparation, serving food, restocking food, and cleaning.

ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:

- Adhere to and enforce school district and Nutrition Services policies. Communicate with team members in an effective manner
- Be a team member and support the welfare of the students of Lewis-Palmer School District 38 and the Nutrition Services Department
- Professional and efficient meal preparation, hold, presentation, and service to all customers
- Process transactions using the point of sale (POS) system
- Prepare menu from recipes as directed. Prepare any items that require extra preparation time for the next day as directed by the lead
- Break down serving lines after lunch and clean kitchen
- Hold, clean-up, and store all menu and a la carte items in the service areas after serve according to HACCP, national, state, and district requirements
- Inventory items as directed by kitchen lead
- Perform heavy cleaning of equipment and facility as routinely scheduled or needed
- Sweep and mop all areas, and clean and maintain all kitchen equipment as needed for proper upkeep
- Perform regular monitoring of temperatures and procedures when operating all equipment such as computers, dish machines, coolers, freezers, food holding areas, ovens, thermometers, and other kitchen equipment in compliance with HACCP regulations
- Maintain professional standards as required under the Healthy Hunger Free Kids Act
- Perform any additional duties required to achieve a successful Food & Nutrition Services Program.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent required.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid driver's license. Criminal background check required for hire.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as meal counts, servings sizes, and weight. Ability to apply concepts of basic addition, subtraction, algebra and geometry.

REASONING ABILITY: Excellent oral and written communication and interpersonal relation skills. Critical thinking, and problem solving skills. Ability to prioritize tasks and manage multiple responsibilities with frequent interruptions.

OTHER SKILLS and ABILITIES: Basic computer skills and word processing. Working knowledge of quantity food preparation, sanitation principals, menu planning, inventory control, record keeping, and

production schedules. Ability to communicate effectively with others. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to meet deadlines with time constraints. Ability to work under pressure to new and changing situations. Must be dependable and able to work independently. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee may stand for long periods of time. Stooping, bending, and walking at a quick rate may also be required. Must be able to move and/or lift up to 60lbs. at one time. Must be able to move, push, pull, and lift. May be required to perform the same job tasks repetitively per shift. The employee frequently is required to walk and use fingers, tools, or controls. The employee must be able to reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very loud. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours.