

**CLASSIFIED EMPLOYEES  
SHAWNEE MISSION PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**POSITION TITLE:** Student Nutrition Services

**DIVISION:** District Operations **DEPARTMENT:** Student Nutrition Services Assist

**DAYS SCHEDULED:** Actual days vary due to student attendance

**REPORTS TO:** Kitchen Manager or Department Head

**I. GENERAL DESCRIPTION**

The Student Nutrition Services Assistant is responsible for the daily food preparation, serving, cashiering, and clean-up, as well as other routine production and operational Student Nutrition Services duties under the direction of the manager.

**II. EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- A. Prepare or assist in preparing food as assigned.
- B. Measure and read measuring devices and convert measurements (ex: from cups to gallons, ounces to pounds).
- C. Read and follow recipes.
- D. Assist with service of food to students and adults using portion control standards.
- E. Practice good customer service.
- F. Accurately operates cashier point of sale computer correctly ringing up meals and ala carte sales.
- G. Complete clean-up duties and dishwashing duties as assigned.
- H. Follow proper food handling to maintain food quality and ensure food safety.
- I. Operate kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
- J. Report food supply needs and equipment problems to the Student Nutrition Services manager.
- K. Maintain job skills to perform assigned duties and participate in available training programs. Attends classes, in-services and workshops.
- L. Practice good personal hygiene.
- M. Responsible for the safety and sanitation of food products produced, served, stored and handled.
- N. Responsible for safety of self and fellow employees and work areas.
- O. Practice proper cleaning and sanitizing procedures.
- P. Communicates effectively with school, students and the community.
- Q. Cooperates willingly with co-workers.
- R. Correctly and willingly follows instructions.
- S. Handles food in accordance with sanitary regulations.
- T. Assist with the completion of all paperwork. Examples include, temperature logs, production records, HACCP records.
- U. May be assigned to another kitchen in the event of an emergency if requested by supervisor or Manager of Student Nutrition Services.
- V. Ensure compliance with all regulations.
- W. The Student Nutrition Services Assistants in the central kitchen must be willing to work in satellite buildings. After the meal is produced in the central kitchen, the employee travels to a satellite building to assist with lunch service. The employee will be reimbursed for mileage, according to District policy, when personal transportation is used.
- X. It is the employee's responsibility to enter mileage and submit the request.
- Y. Completes other duties as assigned.

**III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS**

- A. High school diploma or GED preferred.
- B. Must be able to perform all tasks in kitchen, including food preparation, serving , cashier, and clean up, with normal training.
- C. Must be able to operate all equipment required.
- D. Must be able to work well with staff, other building employees, students and the public.
- E. Successfully completion of the Kansas State Department Education's (KSDE's) food safety training requirement within six months of employment.
- F. Must be able to lift, load, and carry food trays, cases, and supplies weighing an average of 30 pounds.
- G. Must be able to bend and squat.
- H. Must be able to assist other Student Nutrition Services workers with the completion of their tasks, and be able to serve as a replacement worker for Student Nutrition Services employees.
- I. Must be able to stand continuously during a work shift.
- J. Must be able to complete assigned job tasks within the time specifications designated by the Student Nutrition Services Kitchen Manager, Supervisor, or Manager of Student Nutrition Services.

In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.