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| Position Title | Student Nutrition Services Assistant | | |
| Department | Student Nutrition Services | | |
| Reports To | Kitchen Manager or Department Head | | |
| Revised By | Director of Student Nutrition Services | Date(s) Revised | 3/13/2026 |
| Approved By | Human Resources | Date(s) Approved | 3/13/2026 |

SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Prepare or assist in preparing food as assigned.
- Measure and read measuring devices and convert measurements (ex: from cups to gallons, ounces to pounds).
- Read and follow recipes.
- Assist with service of food to students and adults using portion control standards.
- Practice good customer service.
- Accurately operate a cashier point of sale computer correctly ringing up meals and ala carte sales.
- Complete clean-up duties and dishwashing duties as assigned.
- Follow proper food handling to maintain food quality and ensure food safety.
- Operate kitchen equipment in a proper manner to assure safety as well as to avoid damage to the equipment.
- Report food supply needs and equipment problems to the Student Nutrition Services manager.
- Maintain job skills to perform assigned duties and participate in available training programs. Attends classes, in-services and workshops.
- Practice good personal hygiene.
- Responsible for the safety and sanitation of food products produced, served, stored and handled.
- Responsible for safety of self and fellow employees and work areas.
- Practice proper cleaning and sanitizing procedures.
- Communicates effectively with school, students and the community.
- Cooperates willingly with co-workers.
- Correctly and willingly follows instructions.
- Handles food in accordance with sanitary regulations.
- Assist with the completion of all paperwork. Examples include, temperature logs, production records, HACCP records.
- May be assigned to another kitchen in the event of an emergency if requested by supervisor or Manager of Student Nutrition Services.
- Ensure compliance with all regulations.
- It is the employee's responsibility to enter mileage and submit the request.

- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):

- Successful completion of the Kansas State Department Education's (KSDE's) food safety training requirement within six months of employment
- High school diploma or GED preferred.
- Previous experience in position or school setting preferred.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- Ability to develop effective working relationships with the students, staff, and community.
- Knowledge and ability to utilize appropriate technology.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.

SKILLS AND ABILITIES:

- Ability to perform all tasks in the kitchen, including food preparation, serving, cashier, and clean up, with normal training.
- Ability to operate all equipment required.
- Ability to work well with staff, other building employees, students and the public
- Ability 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.
- Ability to complete assigned job tasks within the time specifications designated by the Student Nutrition Services Kitchen Manager, Supervisor, or Director of Student Nutrition Services.
- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to read and interpret documents.
- Ability to effectively write detailed reports and correspondence.
- Ability to communicate well, both verbally and in writing, in relation to department duties and responsibilities.
- Ability to speak in front of large and/or small groups.
- Bilingual communication skills preferred.

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.*

- Must be able to lift, load, and carry food trays, cases, and supplies weighing an average of 30 pounds.
- Must be able to bend and squat.
- Must be able to stand continuously during a work shift.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.