

POSITION DESCRIPTION

Nutrition Services Assistant

SECTION I: GENERAL INFORMATION

Position Title: Nutrition Services Assistant	Department: Nutrition Services
Immediate Supervisor's Position Title: Director of Nutrition Services	FLSA Status Non-Exempt
Wage Range: \$19.63 per hour Hours: 4 hours	
General Summary of Purpose of Job: Perform a variety of assigned tasks in the dish room, serving and cashiering under established rules, policies and procedures.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties
1.	Assemble, prepare, and serve food items according to child nutrition guidelines, standardized recipes and directions from the Cook Manager.
2.	Wash, rinse, and sanitize dishes, pots and pans, and other items in dish room using procedures established in HACCP plans.
3.	Rotate working in serving area, cashiering, food prep and dish room as assigned.
4.	Clean and handle food properly using procedures established in HACCP plans.
5.	Monitor meal components and claim meals for reimbursement that adhere to federal guidelines.
6.	Utilize safety measures as it pertains to use and operation of equipment in the kitchen including utensils, knives, and other equipment
7.	Represent a positive public relations environment with customers
8.	Attend education classes, training classes and or workshops as required
9.	Other duties as assigned

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge, Skills and Abilities

- High School Diploma or equivalent
- Demonstrated prompt, regular and reliable attendance
- Excellent customer service skills
- Ability to work well with others
- Experience with high volume, scratch food preparation and service
- Ability to perform routine computer functions, including the use of email, Internet navigation and Microsoft Word

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by AT 4/29/26

Reviewed/updated:

Reviewed/updated: