



Tolleson Union High School District #214
Nutrition Services Associate II

Purpose

The job of Nutrition Services Associate II is done for the purpose of providing support to the food service activities with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

Qualifications

Required:

1. One year of school food service experience.
2. High school diploma or General Educational Development diploma (GED).
3. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
4. Must obtain and maintain a Food Protection Manager Certificate (ANSI).
5. Must qualify for a food handler's certification.
6. Skills are required to perform multiple, non-technical tasks using existing skills.
7. Specific skills required to satisfactorily perform the functions of the job include operating equipment used in preparation of food.
8. Ability to schedule activities, collate data; and use job-related equipment.
9. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods.
10. Ability to work with others; work with specific, job-related data; and utilize job-related equipment.
11. Specific abilities required to satisfactorily perform the functions of the job include ability required to maintain appropriate interpersonal relations with students and staff of the district.
12. Ability to lift 50 pounds, bend, stoop, stand and reach.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
2. Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
3. Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste.
4. Inventories food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.

5. Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
6. Monitors students' food choices for the purpose of ensuring compliance with established financial and student nutrition guidelines.
7. Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
8. Oversees the preparation, cooking and serving of food and beverage items for the purpose of meeting mandated nutritional and health standards and ensuring appealing presentation.
9. Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
10. Prepares and sets up food and beverage items (e.g., French fries, salads for vending machines, burritos, fresh fruit bowls, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
11. Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
12. Represents the Nutrition Services Manager in the Manager's absence for the purpose of addressing matters that require immediate attention.
13. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include adhering to safety practices; operating equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include working under direct supervision using standardized practices and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 5% sitting, 35% walking, and 60% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Continuing Education / Training Maintains Certificates and/or Licenses

Certificates and Licenses Food Protection Manager Certificate (ANSI)

Reports to: Nutrition Services Lead

Terms of Employment: Nine-months, full-time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA: Non-exempt.

Salary Range: Support Staff Salary Schedule, Grade 12

Board Approval: 5/28/2024 (Revised)