



Tolleson Union High School District #214
Nutrition Services Associate I

Purpose

The job of Nutrition Services Associate I is done for the purpose of collecting funds for daily meal transactions, counting monies, preparing necessary paperwork for daily deposits, and assisting in the preparation and serving of food items to students and/or school personnel as well as maintaining nutrition service 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 qualify for a food handler's certification.
5. Skills are required to perform multiple, non-technical tasks using existing skills.
6. Specific skills required to satisfactorily perform the functions of the job include operating equipment used in preparation of food.
7. Ability to schedule activities, collate data; and use job-related equipment.
8. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods.
9. Ability to work with others; work with specific, job-related data; and utilize job-related equipment.
10. 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.
11. Ability to lift 50 pounds, bend, stoop, stand and reach.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Completes necessary cleaning such as storerooms, walk-in-refrigerators, laundry rooms and other common areas as directed by the supervisor for the purpose of maintaining a clean and sanitary work area.
2. Sets up and prepares food as well as cash registers in assigned area for the purpose of providing food and service to students and staff.
3. Assists in the preparation of food portions and other items as directed by the supervisor for the purpose of meeting mandated nutritional requirements of students.
4. Assists with serving food products to students and staff for the purpose of providing a balanced & nutritious meal for them.

5. Counts and prepares monies and necessary paperwork for daily deposit for the purpose of securing funds for reimbursement of costs for providing nutritional services.
6. Operates oven for cooking of quick items (e.g., French fries, corn dogs, etc.) for the purpose of providing a nutritious meal for students and staff.
7. Sets up and prepares food as well as cash registers in assigned area for the purpose of providing food and service to students and staff.
8. Washes dishes and equipment and cleans work areas for the purpose of maintaining clean and sanitary conditions.
9. Wears proper uniform including hair net and name tag for the purpose of meeting mandated health standards.
10. 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 multiple, non-technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating equipment used in preparation of food and adhering to safety practices.

KNOWLEDGE is required to perform basic math, read, and follow instructions, and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes mathematical ability to work with money and operate cash register and related business machines as requested.

ABILITY is required to schedule activities, collate data, and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes, and operate equipment using standardized methods. Ability is also required to work with others, work with specific, job-related data, and utilize equipment. Ability is required to problem solve issues with data and equipment. Specific abilities are required to satisfactorily perform the functions of the job include: the ability to maintain appropriate interpersonal relations with students and district staff as well as the ability to lift 50 pounds, bend, stoop, stand, and reach.

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, 5% walking, and 90% standing. The job is performed under minimal temperature variations.

Reports to: Nutrition Services Lead

Terms of Employment: Nine months on part-time assignment. Eligible for standard benefits if assigned for 30 hours or more per week.

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

FLSA: Non-exempt.

Salary Range: Support Staff Salary Schedule, Grade 4

Board Approval: 5/28/2024 (Revised)