



Union County Public Schools

Job Description

POSITION TITLE: School Nutrition Assistant	TERM OF EMPLOYMENT: 9 months
DATE: 05/04/2023	DATE OF PREVIOUS REV: 2016-2017
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE: A, From \$15.49/hour

JOB SUMMARY: Under general supervision, a school nutrition assistant will prepare and serve nutritional meals for school aged children meeting the reimbursable meal requirements per the federal guidelines.

ESSENTIAL JOB FUNCTIONS

1.	Effectively follow recipes and written instructions to ensure that meal preparation is performed in a timely and efficient manner. Follow verbal instructions, when provided.
2.	Assists students in obtaining foods/goods in service lines including, when trained, cashier duties.
3.	Performs cleaning of kitchen, cafeteria, and other areas/equipment.

DUTIES & RESPONSIBILITIES

1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
2.	Washing, peeling, chopping, cutting and cooking foods for sale.
3.	Prepares foods/goods for current day, next day, and programs as directed.
4.	Cleaning all dishes, work stations, cooking equipment, and food storage areas in accordance with food safety regulations.
5.	Reports all damaged or faulty equipment to the kitchen manager.
6.	Follows established storage of ingredients to ensure compliance to food safety regulations.
7.	Effectively produce professionally written correspondence across various communication mediums, i.e. cell phone, computer.
9.	Performs other duties as assigned.



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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none">• Eighteen (18) years of age	<ul style="list-style-type: none">• High School Diploma or General Education Diploma (GED)• Serve Safe certification

KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE:

- General knowledge of materials and methods used in the preparation and service of meals of a large quantity.
- General knowledge on the use of food preparation equipment
- General knowledge of food service safety, i.e. ServSafe, and sanitation guidelines.
- General knowledge of U.S.D.A rules and regulations

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or groups

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Exert force 10-25 lbs., frequently; and up to 50 lbs., occasionally; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions



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Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.