



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Nutritional Assistant	Department: Nutritional Services
Immediate Supervisor's Position Title: Director of Nutritional Services	FLSA Status: Non-Exempt
Job Summary: Under the guidance of the Head Cook, the Nutritional Assistant is responsible for performing a variety of duties involved in the preparation, set-up and operation of food/serving lines to provide healthy, wholesome and meals to students in accordance with local, state and federal food production and sanitation standards, guidelines and requirements. Positions assigned to this classification are trained on the job, are cross trained and may rotate through various food stations, assignments and functions within school nutrition operations, as determined by the Head Cook.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the preparation of food items need to supply food lines.
 - a) Assists in the set up of the serving line(s) and serving of menu items.
 - b) Pans, portions, arranges and heats/cools menu items.
 - c) Prepares, assembles sets up alternative/ala carte products.
 - d) Cuts, dices, and slices fruits, vegetables and other food items.
 - e) Prepares salads and sets out condiments.
 - f) Prepares and assembles bread and milk choices.
- Assists in the serving and portioning of food to children.
 - a) Serves and portions food items during meal times
 - b) Follows proper sanitary procedures in the handling, preparation, heating and serving of food items
 - c) Monitors quantities and serving lines to assure operations run smoothly.
- Assists in the running of computer “point-of-sale” programs.
 - a) Monitors student selections during meal period to assure proper selections and meals meet proper standards and guidelines.
 - b) Scans lunch cards to charge student accounts for meal items.
 - c) Monitors student balances and notifies students of low balances.
 - d) Processes money received and prepares daily deposits.
- Assists is washing food trays, spoons and forks. Runs dishwasher to maintain supply of clean dishes serving line materials.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, district health and/or safety meetings.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Fundamentals of food production and operations. • Knowledge of laws, rules, regulations and requirements pertaining to food handling, sanitation and food production. • Knowledge concerning the operation of food equipment and dishwashers.
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Receives on-the-job training in food production and serving operations.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Learning, using and operating of point of sale programs/computers. • Cleaning and sanitation of food areas, dispensers and equipment. • Storing of food items and rotating of food items. • Preparing, slicing, and setting up of food items and materials for ala carte, main and alternative lines. • Setting up, serving and portioning of food items. • Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules. • Operating dishwashers, food dispensers and other kitchen equipment. • Customer relation skills in dealing appropriately with and interacting with children and staff.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Tools used in the kitchen provide the potential for injury and cuts. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell			x	
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .