

Escondido Union High School District Job Description

Job Title: Student Nutrition Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Student Nutrition
FLSA Status: Nonexempt
Salary Level: 13
Approved By: Board of Education
Approved Date: 11/18/2014

NATURE OF WORK

Works as part of a team to provide safe and appealing food service to students at nutrition breaks, breakfast and lunch.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Serves food items to students, collects money and makes/counts change.

Balances cash against inventory sheets.

Counts and stocks inventory such as napkins, condiments, eating utensils, food items, drinks, etc. for individual work station(s)/service windows.

Maintains clean/sanitary work station.

Washes dishes.

Stocks coolers.

Assembles pizza boxes.

May assemble and wrap sandwiches, burgers.

May “cup up” nachos, french fries, vegetables, etc.

May slice meat.

May assist with the unloading of deliveries.

May assist with warming of food items.

May transfer food items from warmers to servers.

Cleans refrigerators, freezers, stoves, ovens, and storage spaces on non-student days.

May oversee student workers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); some experience in food service helpful. Experience or demonstrated ability to make and count change is essential.

KNOWLEDGE OF:

Use and care of kitchen equipment; modern methods of quantity food preparation and serving; reading and writing communication skills; interpersonal skills using tact patience and courtesy.

ABILITY TO:

Read and understand simple instructions, labels menus, short correspondence, and memos; complete forms; effectively answer questions or provide information to students and other employees; work effectively in fast paced environment and under stringent timelines; use computerized "touch pads"; work cooperatively as part of a team, be flexible and adaptable to change; apply common sense understanding to carry out instructions furnished in written, oral or schedule form; deal with standardized situations with occasional or no variables.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

Ability to calculate and count change. Ability to balance cash intake to inventory sheet.

CERTIFICATES, LICENSES, REGISTRATIONS

Food Handlers Card

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to extreme heat. The employee is frequently exposed to extreme cold. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually loud.

COMMENTS

The individual assigned to this position must demonstrate a genuine liking for adolescents and to treat them in a friendly, respectful manner. Must have a high energy level tempered by a calm, unruffled ability to work with a wide variety of personalities in a fast paced, multi-tasked environment and with tight timelines. Must be professional in demeanor and attire and demonstrate a spirit of teamwork.