

**JOB TITLE: NUTRITION SERVICES WORKER I**

**BASIC FUNCTION**

Under the direction of an assigned supervisor, assists in the preparation, setting up, serving and selling of food at an assigned school site; maintains food service facilities and equipment in a neat, clean, safe and sanitary condition.

**ESSENTIAL JOB FUNCTIONS**

- Assists in the preparation, heating, setting up, serving and selling of food at an assigned school site; assembles various ingredients as assigned; serves meals and snacks on serving lines; sets out prepared foods and restocks items as needed
- Assists in the preparation of food, involving such activities as preparing sandwiches, mixing salads, grating cheese, and preparing fruits and vegetables
- Assists in maintaining food service facilities, equipment and utensils in a clean and sanitary condition; cleans serving counters, tables, chairs, food containers and other equipment; cleans and stores kitchen equipment
- Washes trays, plates, utensils, pots, pans and other serving equipment as assigned; follows sanitary & safety requirements according to established procedures
- Performs basic cashiering duties, including counting cash receipts, making correct change, and maintaining simple records; operates a Point-of-Sale (POS) system as assigned
- Packages and wraps food items according to established procedures and predetermined portion control standards; counts left over items
- Assist in the receipt, storage and rotation of food items and supplies in storage areas as assigned
- Communicates with students and staff to exchange information
- Maintains routine records and logs related to assigned activities
- Operates standard food service equipment such as slicers, ovens, grills, can openers, food carts, refrigerators and warmers as assigned
- Performs related duties as assigned

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skill to:

- Operate a variety of food service equipment
- Collect money and make change accurately
- Work quickly and efficiently
- Make simple arithmetical calculations and maintain simple records

Knowledge of:

- Basic methods of preparing and serving foods in large quantities
- Basic food service utensils and equipment

Ability to:

- Provide timely service of foods for students and staff at an assigned school site
- Learn methods and procedures for preparing and serving food in large quantities

- Learn sanitation practices related to the handling and serving of food items and ingredients
- Wash, cut, slice, grate, mix and assemble food items and ingredients
- Communicate effectively both orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and students
- Promote team building and a positive work environment
- Receive constructive criticism and modify work appropriately
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Operate a cash register and make change accurately

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Manual dexterity to operate equipment, to operate food service equipment
- Walking and standing for extended periods of time
- Bending at the waist, kneeling and crouching
- Reaching overhead and above shoulders
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

### **EXPERIENCE AND EDUCATION REQUIREMENT**

#### Experience:

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

#### Education:

Equivalent to graduation from high school.

### **LICENSES AND/OR CERTIFICATE REQUIREMENTS**

- Required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs. This training is provided by the District