CHILD NUTRITION SERVICES ASSISTANT

Purpose Statement
The job of Child Nutrition Services Assistant was established for the purpose/s of providing support to various personnel and cafeterias within the department. The duties performed by the child nutrition assistant are broad, flexible, and entry-level. They include running the cash register and assisting with food preparation and catering activities; transporting food, equipment and materials to various sites; painting cafeterias; cleaning equipment; changing filters in refrigeration units.

Essential Functions

- Loads and unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen equipment and refrigeration units for all school sites (e.g., observes and listens to equipment) for the purpose of ensuring that items are operating in a safe and efficient manner, reporting malfunctions to Food Service Maintenance Worker.
- Operates cash registers at various school cafeterias for the purpose of ensuring that meals are properly sold or accounted for.
- Paints cafeterias, kitchens, stock rooms, etc. for the purpose of maintaining clean and attractive work site.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs a variety of basic preventative maintenance activities (e.g. changing filters/light bulbs, cleaning coils) for the purpose of maintaining equipment in an operative and safe condition.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Prepares manual and electronic files and records (e.g. repair status, punch lists, activity logs, inventory and supply logs, equipment logs, temperature logs, delivery logs, routes, etc.) for the purpose of providing written support and/or conveying information.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe operating order.
- Responds to inquiries of site and central kitchen staff for the purpose of providing information and/or direction regarding status of equipment repairs, the scheduling of preventative maintenance, deliveries, etc.
- Transports food items, commodities, supplies and/or equipment for the purpose of delivering requested items and ensuring availability at designated sites.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.
KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility
Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job’s functions. There is some 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 25% sitting, 10% walking, and 65% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience  Job related experience is required.

Education  High School diploma or equivalent.

Equivalency  None Specified

Required Testing  None Specified

Continuing Educ. / Training  None Specified

Certificates & Licenses  None Specified

Clearances  None Specified

FLSA Status  Non Exempt

Approval Date  

Salary Grade  

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