FOOD AND NUTRITION SERVICE ASSISTANT - B

JOB DESCRIPTION

DIVISION: Leadership Services and Planning	**GRADE:** Blue Collar – Level I
DEPARTMENT: Food and Nutrition Services	**WORK DAYS:** 190
REPORTS TO: Food and Nutrition Service Manager	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: Yes (see working conditions)	

POSITION SUMMARY

To perform work necessary for preparing and serving nutritious and attractive meals in accordance with federal, state, and local regulations.

MINIMUM REQUIREMENTS

- Ability to follow written and oral instructions
- Must be physically capable of performing essential duties and professionalism components of job description.

CERTIFICATION: N/A

WORK EXPERIENCE: N/A

PREFERRED QUALIFICATIONS

- High School diploma or equivalent
- Knowledge of quantity cooking and basic cooking principles
- Ability to follow directions and work as a team member
- Ability to use equipment in quantity cooking, follow safety and sanitation procedures, serve food, and provide a sanitary environment
- Ability to perform basic computer skills needed for cashiering at Point of Sale
- Ability to use calculator to add, subtract and multiply figures
- Ability to count money and make change

SUPERVISES

N/A

ESSENTIAL DUTIES

- Follow standardized recipes to prepare food items on menu; label, handle and store food products and leftovers according to HACCP (Hazard Analysis of Critical Control Points) procedures
- Perform daily preparation of food items for breakfast and lunch
- Enter totals on daily production forms
- Serve student lunches
- Operate dish machine, and cleaning equipment to keep kitchen, preparation and serving areas clean
- Assist with food deliveries, inventory control and physical inventory and complete necessary paperwork. Inform manager of items that may need to be ordered
- Member of the Disaster Recovery Team (shelter site)
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters

BOARD APPROVED: 11/16/2021

- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Works in kitchen environment; works with hands in hot water and chemicals approved for use in the School Nutrition Program; may involve exposure to extreme heat and cold.
This position is listed as "Available" during a declared emergency, and may be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty**.**
Physical Demands: Ability to lift and carry a minimum of 50 pounds; ability to lift with the use of a ladder in high places; must be able to properly lift heavy items from a stooping position.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **are** subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

https://drive.google.com/file/d/1P7EWWTv2zE0dLAjdY_268G6s_Ql9XZpH/view?usp=sharing

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.