

BUCKEYE UNION SCHOOL DISTRICT  
Position (Job) Description

<b>TITLE:</b>	Nutrition Services Assistant	<b>REPORTS TO:</b>	Director, Food Services
<b>DIVISION:</b>	District Office	<b>CLASSIFICATION:</b>	Classified
<b>DEPARTMENT:</b>	Food Service	<b>WORK YEAR:</b>	221 Days
		<b>SALARY RANGE:</b>	Classified Salary Schedule

**BASIC FUNCTION:**

To assist in coordinating and supervising the Nutrition Service Operations, services, and activities at all the District schools and facilities, to organize and assist with the activities and operations of a site food preparation facility, to assist with breakfast, lunch and catering programs, and to do related work and documentation as required.

Employees in this classification receive general supervision within a framework of well-defined policies and procedures. An employee in this classification is responsible for assisting the work of Nutrition Services staff throughout the District.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** *(other duties as assigned):*

1. Acts as liaison between site staff, parents, students, and Nutrition Services; including written notification of student account status and distribution of written policies and procedures
2. Assists with the planning, and assigning of Nutrition Services work schedules
3. Assists and coordinates with the Food Service Director in the creation of promotional materials and software presentations for marketing for Nutrition Services
4. Assists with requisitions, orders and inventory
5. Maintains high customer service and communications standards
6. Evaluates situations involving other staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
7. Maintains personnel attendance sheets, schedules substitutes as needed and updates personnel of the changes
8. Maintains high standards of sanitation and safety
9. Under the guidance of the Director of Food Service or assignee, assists in the School Nutrition Program (SNP) Site Monitoring Review annually and in processing and auditing free/reduced applications. Performs manual and software procedures to maintain necessary information for financial accounting including point of sale meal and revenue reporting, free and reduced meal monitoring and keeping inventories, records and cash as required
10. Attends meetings as required
11. Requisitions and monitors food and supplies for assigned site within the established guidelines for meeting district menu compliance, projected food costs and minimizing waste
12. Establishes, posts information, distributes, and maintains a variety of reports and records related to Nutrition Services
13. Prepares routine forms and reports associated with Nutrition Services as required
14. Prepares written materials, e.g. menus, newsletters, agendas for conveying information regarding program/department activities and procedures
15. Collects money, balances record sheets, and makes deposits for the purpose of maintaining accurate records and compilations of all monies and complying with related policies and regulations
16. Processes receipts for petty cash counts
17. Answers phones, manages voicemail system
18. Assists with menu planning, and data input into district software
19. Files, copies, faxes, e-mails, office machine maintenance as needed

*QUALIFICATION REQUIREMENTS: 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.*

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Modern office machines and computers including current word processing, database spreadsheet, accounting, and desktop publishing
- Basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional food service operations
- Safe work practices
- Proper sanitation and safety requirements associated with food preparation and serving
- Basic recordkeeping practices and procedures
- Food handling, food preparation and use of cafeteria equipment
- Simple to complex mathematical operations
- Knowledge of proper cash handling, and banking procedures
- Inventory practices

#### **Ability to:**

- Communicate effectively with parents, district employees or outside vendors or other agencies
- Ability to learn several food service software programs
- Work with confidential information appropriately
- Develop a working knowledge and application of district and department policies
- Work independently and prioritize a variety of time sensitive issues
- Understand, give and carry out both oral and written directions, excellent command of English Language and grammar.
- Read and write at the level required for successful job performance
- Accurately perform mathematical calculations necessary for satisfactory job performance
- Prepare, serve and package food items as assigned
- Establish and maintain cooperative working relationships with other Nutrition Services Staff and those contacted in the course of work
- Quickly learn food service software applications, ie: point of sale, menu planning, free and reduced applications
- Deliver deposits to bank as needed

### **WORKING CONDITIONS:**

**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.*

Work is normally performed in an office and/or a kitchen environment; exposer to heat, grease, cooking oil, and electrical energy; work is performed in an environment with constant noise; equipment with moving parts, potential exposure to chemicals, cleaning solutions, and bleaches; daily contact with staff and students.

**Physical Abilities:** *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.*

Frequently sits, stands, and walks for extended periods; stoops, kneels and crouches to pick up or move objects and kitchen equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; normal manual dexterity and eye hand coordination; corrected hearing and vision to normal range; verbal communications.

**ENTRANCE QUALIFICATIONS:**

- High School Diploma or equivalent
- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
  - Previous nutrition services experience in a school environment is desirable

**CERTIFICATES, LICENSES, REGISTRATION:**

A valid California Driver's License

ServSafe certification or equivalent (can be acquired after hired)

TB test clearance

California Department of Justice fingerprint clearance