

## Santa Clarita Valley Food Service Agency

## Position Description

Position: Nutrition Assistant I	LACOE Range Number: 05
Department/Site: Site/Central Kitchen	FLSA: non exempt
Reports to/Evaluated by: Director, Food Services	Salary Grade: 106

### Summary

Performs routine service level duties to assist with food preparation, serving, and clean up at a central food production facility and/or various school service kitchens.

### Distinguishing Career Features

The Nutrition Assistant I is the first level in a service-oriented career ladder. Assignments will be at a central production facility or remote site that serves food items. Advancement to Nutrition Assistant II requires: for food production, the ability to organize and set pace in an assembly line; and for school site-based service, and fully competent performance at level I, demonstrated computer data entry skills, count cash, and the ability to perform all of the requirements of Level II.

### Essential Duties and Responsibilities

The Nutrition Assistant I is capable of performing work at a central food production facility or school site kitchen, and may be assigned to either:

#### **Remote Site**

- Arranges individually packaged and/or portioned food items along a service line so that students can make easy selection. Serves food items according to specified quantities.
- Restocks food service supplies and product.
- May prepare certain food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares serving trays. Operates miscellaneous kitchen equipment such as a slicing machine, mixer, and warming oven.
- May distribute food items and utensils to participants in special events. May assist in merchandising, promotion, and catering efforts that support education and school activities.
- Records food temperatures at regular intervals during storage, heating, and service of food items.
- Washes, sanitizes and cleans kitchen area surfaces and serving area. Sweeps floors.
- May launder linens and other materials requiring special cleaning and handling.
- May serve as a cashier, accepting money and meal cards and assisting in completion of daily receipts.
- Operates a hand operated snack and/or a la carte service cart. Arranges and sells food items and accounts for cash, student meal cards, and meal counts.
- Washes and sanitizes kitchen equipment.

#### **Central Food Production Facility**

- Receives and cleans, slices, cuts, or otherwise portions food items such as, but not limited to fruits, vegetables, frozen and cooked items, used for packaging and ingredients.

- Assists others in preparing food production and processing machines. Cleans, sanitizes, and arranges machine components. Assists with assembly.
- Learns to, and attends a food production station, assembling, sealing, and stacking standardized portions of food items onto transferable food carriers. Develops skills to maintain pace with acceptable units of production.
- Assembles prepared food items to distribution carts, moves to temperature controlled staging areas, and may assist with delivering meals to remote school sites.
- Loads and drives small box truck with lift gate to remote school sites to prepare and deliver food products.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires basic knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; and kitchen safety and sanitation. Requires sufficient human relations skill to exhibit positive customer service and work as a productive member of a team.

- **Abilities**

Requires the ability to perform the routine duties of the position under direct supervision. Must be able to follow oral and written instructions. Must be able to add and subtract, using decimals and fractions. Requires the ability to learn cashiering duties and to track student status on a computerized point of sales system. Requires the ability to work varying shifts and locations. Requires the ability to obtain a food safety and sanitation certificate.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of and moving light to medium (under 45 pounds) and occasional lifting of and moving heavy objects up to 60 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand-eye coordination maintain pace in a production setting, to use kitchen utensils and equipment, and move and position hot materials.

- **Education and Experience**

The position typically requires completion of a high school curriculum and less than one year of experience in large quantity food preparation and serving. Additional experience may substitute for education.

- **Licenses and Certificates**

Requires a valid **California** driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of sharp objects, equipment, and materials in conditions that vary in temperature and stability.