

PCSB: 6603  
 Pay Grade: D05

FLSA: Non-Exempt

<b>FOOD AND NUTRITION ASSISTANT - SUBSTITUTE</b>
<p><b>REPORTS TO:</b>                  Food and Nutrition Manager                  Food and Nutrition Lead Specialist</p>
<p><b>SUPERVISES:</b>                  Not Applicable</p>
<p><b>QUALIFICATIONS:</b>                  Completion of the eighth grade with functional skills in reading, writing and mathematics. Completion of Food Safety in Schools (or equivalent) program</p> <p><b>PREFERRED:</b>                  High School Diploma or GED</p>
<b>MAJOR FUNCTION</b>
<p>Performs a variety of routine kitchen tasks essential to the efficient operation of serving meals in a school cafeteria. Responsible for assisting in the preparation, serving and storage of food; cleaning and maintaining food service areas, operating mechanical equipment, assisting in the orderly conduct of meals, monitoring student behavior prior to and during mealtimes and reporting noncompliance of rules and regulations.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Assists with high-volume food preparation; follows written recipes and instructions.</li> <li>• Follows work schedule as written.</li> <li>• Completes daily accountability records as per federal, state and local guidelines.</li> <li>• Performs cashiering duties and is accountable for school food and nutrition funds; maintains accurate records as required.</li> <li>• Operates industrial kitchen production equipment as assigned; maintains defined standards of safety in handling equipment and tools.</li> <li>• Cleans dining room tables and chairs, cleans work areas and equipment; sweeps and mops kitchen floor.</li> <li>• Assists with food and nutrition catering requests as needed.</li> <li>• Performs lifting on a routine basis.</li> <li>• Maintains professional rapport with coworkers, staff, students and parents/guardians.</li> <li>• Adheres to uniform policy to include shirt, shoes and proper pants/shorts.</li> <li>• Assists students in cafeteria during meal times.</li> <li>• Assists with training of new employees.</li> <li>• Participates in professional development/training and maintains the hours required by USDA for Professional Standards.</li> <li>• Performs other related duties as assigned.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 11/86 MW; BOARD APPROVED: 9/23/87; REVISED: 5/91 BMP (MQ's); BOARD APPROVED: 6/12/91; REVISED WC: 8/04 LM; REVISED: MF, D&amp;R, MQs, 7/11 RAS; BOARD APPROVED: 8/09/11; 02/14/20 REVISED; JOB TITLE, PAY GRADE, MQ, ES; BOARD APPROVED: 07/28/20;10/12/21 LM REVISED FORMAT; BOARD APPROVED: 10/26/21</p>

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

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