

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Nutrition Services Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	192 Days
<b>BOARD APPROVAL:</b>	January 20, 2016	<b>SALARY:</b>	F-01/CSEA 143 Salary Schedule

---

**BASIC FUNCTION:**

Under direct supervision, perform routine food service activities; and maintain cleanliness of food service facilities to create and maintain a high quality environment for students and staff.

**DISTINGUISHING CHARACTERISTICS:**

Central kitchen – Working in a large food production, high volume facility

On site kitchen – Working at an assigned school in a medium to large kitchen serving students and staff

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Prepare the food service facility for the serving of food and proper number of servings per site; count and set out an appropriate number of food trays or packaged food trays. *E*

Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures. *E*

Provide timely quality service in preparing food items to be served and sold to students and staff or assemble items to be served and sold at designated food service area locations; prepare food for transport to other District locations; assist in maintaining appropriate records as assigned. *E*

Assist in the preparation of food; prepare sandwiches; grate cheese; slice cheese; mix and chop fruits and vegetables. *E*

Operate dishwasher and wash trays, plates, utensils and other serving equipment. *E*

Assist in setting up and stocking food preparation and service lines. *E*

Maintain food storage, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, pans, trays and kitchen equipment. *E*

Portion and serve food to students and staff according to established procedures to meet the needs of students and staff. *E*

Assist in storing unused food and supplies; dispose of unusable leftovers and garbage. *E*

May assist other food service personnel with daily service activities as needed. *E*

Operate a variety of standard kitchen equipment; report faulty equipment as necessary. *E*

May be required to perform cashiering duties on as needed basis. *E*

Perform related duties as assigned

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed below.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Food Handler's Card issued by Fresno County Environmental Health Division.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Standard kitchen equipment, utensils and measurements.  
Sanitation practices related to handling and serving food.  
Proper lifting techniques.  
Interpersonal skills using tact, patience and courtesy.  
Basic computer skills.  
Principles and methods of quantity food service preparation, serving and storage.  
Methods of preparing and serving food in large quantities.  
Proper methods of storing equipment, materials and supplies.  
Health and safety regulations.

ABILITY TO:

Prepare and serve food in accordance with health and sanitation regulations.  
Learn and follow health and sanitation requirements.  
Maintain food service equipment and areas in a clean and sanitary condition.  
Accurately account for cash transactions.  
Add, subtract, multiply and divide quickly and accurately.  
Wash, cut, slice, grate, mix and assemble food items and ingredients.  
Operate standard kitchen equipment safely and efficiently.  
Meet schedules and time lines.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Observe health and safety regulations.  
Plan and organize work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Learn District organization, operations, policies, objectives and goals.  
Become trained in utilizing Food Services specific software and accountability program.  
Inspect and report quality control inconsistencies, such as outdated or expired food products or appearance of food items.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; exposure to very hot foods, equipment, and metal objects; exposure to knives and slicers; exposure to cleaning agents and pesticides.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing or pulling food trays, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; bending at the waist.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E = Essential Functions*