

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Food & Nutrition Services ~ Nutrition Assistant II**

### **Purpose of the Job**

This position performs a variety of duties in preparing meals for the school breakfast and lunch program which include the collection and recording of monies.

### **Essential Job Functions**

1. Attends relevant training classes, workshops, and meetings as requested or required.
2. Follows and maintains defined standards of safety and sanitation for personnel, food preparation, kitchen, equipment as outlined in the Food Service Policy and Procedure Manual.
3. Participates in the preparation and service of meals within an established production system as assigned and coordinated by the food service director and her/his designee.
4. Follows standardized preparation, portioning service methods and food handling techniques.
5. Participates in the preparation and service of special activities, assist or relieve unit employees in emergencies, or on the job training situations as necessary to maintain the operation of the cafeteria as assigned by the food service director or her/his designee.
6. Inventory, order, receive, and account for foods/supplies, delivered to schools.
7. Follows established procedures that identify meals for USDA reimbursement.
8. Opens cans, apportions contents, and be responsible for the preparation of fruits, soups, bread products (buttering rolls, cutting sandwiches, assembling hamburgers, hot dogs, tacos, sloppy Joes, etc.) and bakery items (cutting cake, corn bread, brownies etc.) and master menu plan choices as assigned by the food service director or her/his designee.
9. Serves food in the cafeteria.
10. Washes dishes, utensils, pots and pans; sanitizes kitchen and operate a dishwasher as assigned by the food service director or her/his designee.
11. May lead work of student workers, food servers and part-time help (substitutes) as assigned by the food service director or her/his designee.
12. Effectively complete cashiering duties as needed using a computerized system.
13. Work effectively as a team member.
14. Establish and maintain effective working relationships with students, school staff, parents and community members.
15. Performs other duties and responsibilities as assigned by the food service director or her/his designee.

### **Qualifications:**

#### **Education & Experience:**

1. High School graduate or equivalent.
2. One – year school food service experience.
3. One – year cashier and computer experience.

#### **Knowledge Skills & Abilities:**

4. Demonstrated ability to make change and fill out a deposit slip.
5. Demonstrated ability to plan for and prepare high quality meals, in institutional quantities.
6. Ability to substitute for Head Cook at the Secondary Schools.
7. Effectively communicate in a professional manner through written, e-mail and spoken word.
8. Demonstrated knowledge of basic food handling techniques, safe work practices as defined by the Washington State Food Retail Food Code-Person in Charge (PIC).
9. Ability to lift and carry loads weighing up to 50 pounds multiple times during the work shift.

**Licenses, Certificates & Special Requirements:**

- 10. A valid Washington State Food handlers permit.
- 11. WSNA membership and certification preferred.

**Reporting Relationship:**

- 16. Reports to the Director of Nutrition Services or designee. Under Direction of Head Cook at Secondary Schools and the Food Service Director or his/her designee at the Elementary Schools.

**Conditions of work:**

**Union Affiliation:**

SEIU

**FLSA Status:**

Non-exempt

**Wage Range:**

SEIU

**Job #**

**Job History:**

Created: ; Revised 3/1/07

\_\_\_\_\_  
Immediate Supervisor      Date

\_\_\_\_\_  
Assist. Superintendent of HR & Operations      Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*