

Desert Sands Unified School District

Nutrition Services Assistant



DESERT SANDS UNIFIED SCHOOL DISTRICT

Office of Classified Personnel Services

Classification: **NUTRITION SERVICES ASSISTANT** **Salary Range:** **60**

Employment Category: **Classified Bargaining Unit** **FLSA Designation:** **NonExempt**

Job Summary:

Under direction, performs food preparation to include baking, frying, cooking, heating and serving duties to students and staff; maintains and cleans equipment and work areas according to established sanitation standards and regulations; and, inspects food items to monitor quality and quantity.

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Essential Job Functions:

- **Cleans** equipment and work areas for the purpose of maintaining facilities in a sanitary condition.
- **Collects** money and tickets for the purpose of completing meal transactions.
- **Inspects** food items and supplies for the purpose of verifying accurate quantity of orders and complying with mandated health requirements.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.
- **Prepares** and packages food items for the purpose of providing general consumption by students and staff.
- **Secures** work area, site and facilities for the purpose of ensuring security of district facilities and property.
- **Serves** food and beverage items for the purpose of meeting mandated nutritional requirements and requests of students and staff.

- **Stocks** food items and supplies for the purpose of maintaining adequate quantities of food and supplies.

Other Job Functions:

- **Administers** first aid for the purpose of meeting immediate medical care needs.

- **Assists** other staff, co-workers and students for the purpose of providing support and back-up for their work assignments.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to use cleaning agents, supplies and equipment; perform basic math to calculate accurately dilution of cleaning agents. Skill to perform basic math calculations, operate and care for institutional kitchen equipment. Knowledge of modern methods of food preparation, health codes and sanitation principles. Abilities to stand and walk for prolonged periods, understand and carry out oral and written instructions.

- **Physical Requirements:** The Office of Classified Personnel Services embraces the Americans with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individuals shall be able to perform the essential functions of the position.

- **Education Required:** Three (3) months experience in quantity food preparation or service and possession of a valid Food Handlers Permit.

- **Licenses, Certifications, Bonding, and/or Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Written examination.

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