

# Palm Springs Unified School District

## Nutrition Services Assistant I



### JOB DESCRIPTION

Palm Springs Unified School District  
A.R. # 4232.334

### NUTRITION SERVICES ASSISTANT I

#### PURPOSE STATEMENT

The Nutrition Services Assistant I prepares and distributes food items for consumption by students and school personnel and maintains facilities in a sanitary condition and complying with mandated health requirements.

#### FUNCTIONS

- Inspects food items and/or supplies received.
- Cleans utensils, equipment, and the storage, food preparation, serving, and eating areas.
- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.).
- Responds to inquiries of students, staff, and the public.
- Serves one or more items of food.
- Stocks food, condiments, and supplies.
- Collects payments for food items from students and/or staff (e.g. cash, meal tickets, etc.).
- Assists with physical inventories.
- Records meal counts.
- Monitors students in the lunchroom/cafeteria.
- Prepares food and beverage items for consumption at site or for transporting to other locations.
- Tests prepared food for flavor, appearance and temperature.
- Transports food and supplies to other locations (e.g. classrooms on the school site, off-site, etc.).
- Reconciles transactions (e.g. counting receipts, completing documentation, etc.).
- Reports equipment malfunctions.
- Performs related duties as assigned.

#### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Any combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed above. An example of an acceptable combination is:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

**SKILLS** to prepare and set-up food for service to students; serve food to students according to established procedures; operate standard kitchen equipment, appliances and utensils; add and subtract accurately and quickly; prepare and maintain accurate records; utilize industrial grade food service equipment; and use pertinent software applications.

**KNOWLEDGE** of methods of quantity cooking; health standards and hazards; food safe handling procedures; proper methods of storing equipment, materials and supplies; sanitation and safety practices related to cooking and serving food; standard kitchen equipment, utensils and measurements; basic inventory skills; proper lifting techniques.

**ABILITY** to communicate, be understood, give and carry out instructions spoken in English; keep simple written and numerical records; adapt to changing work locations (rover); setting priorities; work with children; establish and maintain effective working relationships and work as part of a team; understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of vendors, district personnel and administrators; maintain consistent, punctual and regular attendance.

#### WORKING ENVIRONMENT/PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under some temperature extremes and some hazardous conditions.

Education High School diploma or equivalent.

#### Required Testing Certificates

Job-Related Proficiency Examination Valid Driver's License and Evidence of Insurability (desired)  
Food Handler's Certificate issued by the County Health Department, or equivalent (post hire)

Continuing Education/Training Clearances

None Specified Criminal Justice Fingerprint/Background Clearance

TB Clearance

Pre-placement Physical Exam

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, Local 911 General Employees Unit and Palm Springs Unified School District.

FLSA Status Bargaining Unit Salary Range BOE Approval Date

Non Exempt Teams 2 11 11/27/07

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