POSITION OPENING

JOB TITLE: Nutrition Services Assistant

REPORTS TO: Nutrition Services Field Manager or Other Identified Admin.

UNIT CLASSIFICATION: American Federation of Teachers (AFT)

The Cook's Helper assists cooks engaged in preparing food served or packaged in a school cafeteria. The Cook's Helper may also be responsible for handling and serving pre-packed lunches. Duties may include cashiering. Please note that a uniform is required.

ESSENTIAL FUNCTION

1. Assist with food preparation, set up for serving, serve, clean up, and wash trays and pans.
2. Maintain healthy, sanitary working conditions.
3. Ensure that all monies are handled in a business-like manner and sent to the bank of the Nutrition Services Office.
4. Maintain accurate records pertaining to the lunch program.
5. Inventory food and equipment.
6. Must become familiar with and be able to perform each position in the kitchen.
7. Prepare food when cook is absent.
8. Cashier (computerized system).
9. Maintain regular attendance; adhere to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
10. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Ability and/or experience to satisfactorily perform all the above responsibilities.
2. Must be willing and able to move 30-40 lbs.
3. Food Handlers permit.
4. Knowledge of general food & preparation methods.
5. Interest and ability to learn and operate computerized cashiering system.
6. Ability to work within a schedule.
7. Ability to understand and carry out written & oral instructions.
8. Ability to establish and maintain effective communication and working relationships with students, staff, co-workers and public.
9. Ability to work independently with minimal supervision.
10. Ability to work effectively under pressure.
11. Ability to communicate effectively in the English language.

12. Cultural Competency; ability to effective work with diverse populations.

EMPLOYMENT INFORMATION

Benefits: Consistent with the AFT Agreement.