

Job Description

School Nutrition Assistant/Cook/Sub



Reports to: School Nutrition Manager

Job Summary

Under the direction of the School Nutrition Manager, they execute meal preparation and other related tasks at an assigned school site. This role is based out of an assigned school , but can be assigned to substitute at another district school.

Essential Duties and Responsibilities

Prepare and serve food according to planned menus, approved recipes, and established food safety and sanitation procedures while providing excellent customer service to students, staff, and visitors.

Maintain a clean, safe, and organized kitchen environment, including proper use and care of equipment and adherence to all food safety regulations and Standard Operating Procedures.

Receive, inspect, store, and rotate food and supplies according to established procedures and assist with ordering and inventory management as directed.

Work efficiently in a fast-paced environment while completing assigned tasks accurately and supporting effective kitchen operations.

Maintain required records and documentation, including production records, inventory records, and other program reports.

Operate food service technology and equipment, including cash registers, point-of-sale systems, computers, and other tools necessary for daily operations.

Communicate and interact positively with students, families, staff, and community members and contribute to a collaborative team environment by assisting coworkers as needed.

Education: High School diploma or equivalent. Experience in food service management and nutrition is desirable. All employees must attain Serv Safe Certification within one year of hire and maintain certification throughout employment.

Special Knowledge and Skills

Knowledge of food preparation, quantity food production, meal service, food safety, sanitation, and school nutrition program requirements.

Basic computer skills, including the ability to use district software, word processing, spreadsheets, and web-based reporting systems.

Ability to maintain accurate records and complete required reports and documentation.

Effective written, verbal, and interpersonal communication skills, with the ability to interact positively and professionally with students, staff, families, and the public.

Ability to work collaboratively as part of a team while maintaining

a high level of professionalism, ethical conduct, and confidentiality.

Willingness to participate in required training and professional development activities

Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, and operating equipment.

Environmental Conditions: inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects, working alone, working in hot temperatures.

TERMS OF EMPLOYMENT:

School year. Wages and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

Probationary Period:

All newly hired Nutrition Department employees shall serve a three (3) week probationary period beginning on their first day of employment. During this period, the employee's performance, attendance, ability to perform assigned duties, and overall suitability for the position will be evaluated. The probationary period also provides the employee an opportunity to assess whether the position meets their expectations and interests. Employment may be terminated by the District at any time during the probationary period if the employee does not satisfactorily meet the requirements of the position or is determined not to be a suitable fit for the needs of the program, subject to applicable laws, policies, and collective bargaining agreements.

EVALUATION:

The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all the work requirements that may be inherent in the job, either at present or in the future.