

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: FOOD AND NUTRITIONAL SERVICES SITE ASSISTANT**

**SALARY: RANGE 17 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of the Food and Nutritional Services Director, assist with the preparation, cooking, and serving of food and beverage items; verify quantities and specifications of orders; maintain facilities in a sanitary condition; assist with monitoring equipment and supply requirements; utilize the Point of Sale System to record student purchases and report daily receipts.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assist with the preparation, cooking, and serving of food and beverage items; maintain compliance with mandated nutritional and health requirements.

Assist with cooking food, prepared or from scratch, in accordance with mandated nutritional requirements and projected meal requirements; test prepared food for flavor, appearance and temperature.

Assist with inspecting food items and supplies; verify quantity and specifications of orders and comply with mandated health requirements.

Assist with student workers and volunteers for the purpose of guiding them in performing their functions in a safe and efficient manner.

Assist with operation of the Point of Sale system to record student purchases and report daily receipts; accept and count monies.

Assist with the organization of food items stored in the freezer, cooler and dry storage area.

Assist with providing information for food and supplies orders from the Central Kitchen, Central Warehouse; assist with inventories of food and non-food supplies; ensure availability of items.

Assist with loading and unloading food items, supplies and equipment.

Clean utensils, equipment, and the storage, food preparation and serving areas; maintain sanitary conditions.

Monitor equipment operations and functions; maintain equipment in safe working order; report equipment malfunctions.

Assist other personnel and/or perform functions, as required, of another position within area of responsibility to provide overall coverage of food service operations.

Attend regularly scheduled staff meetings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- ▶ Basic food preparation including washing, cutting, and assembling food items and ingredients.
- ▶ Sanitation and safety practices related to preparing, handling, and serving food.
- ▶ Standard kitchen equipment, utensils, and measurements.
- ▶ Interpersonal skills using tact, patience, and courtesy.
- ▶ Correct English usage, grammar, spelling, punctuation, and vocabulary.
- ▶ Basic math and cashiering skills.
- ▶ Basic record-keeping techniques.
- ▶ Proper lifting techniques.

**ABILITY TO:**

- ▶ Assist with quantity preparation and serving of foods at an assigned school site.
- ▶ Maintain food service facilities, equipment, and utensils in a clean and sanitary condition.
- ▶ Perform cashiering duties as assigned.
- ▶ Learn to operate a computer as required.
- ▶ Operate standard kitchen equipment safely and efficiently.
- ▶ Follow and ensure compliance with health and sanitation requirements.
- ▶ Wash, cut, slice, grate, and assemble food items.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Compose clear, complete, and concise correspondence and reports independently.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Plan and organize work.
- ▶ Meet established schedules and time lines
- ▶ Make basic math computations.
- ▶ Maintain routine records related to work performed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**OTHER REQUIREMENTS:**

- ▶ Valid ServSafe Certificate.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Food service environment.
- ▶ Subject to heat from ovens.

**PHYSICAL DEMANDS:**

- ▶ Standing or sitting for extended periods of time.
- ▶ Seeing to read and monitor food quality and quantity.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Dexterity of hands and fingers to prepare foods and operate food service equipment.
- ▶ Bending at the waist, crouching, kneeling, stooping, climbing, and balancing to reach materials.
- ▶ Reaching overhead, above shoulders, and horizontally.
- ▶ Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position (up to 45 pounds).

**POTENTIAL HAZARDS:**

- ▶ Heat from ovens.
- ▶ Exposure to very hot foods, equipment, and metal objects.
- ▶ Working around knives, slicers, or other sharp objects.
- ▶ Exposure to cleaning chemicals and fumes.

***Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.***

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:  
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***