



Position Title:	Nutrition Assistant	Department:	Nutrition Department
Supervisor:	Nutrition Specialist	Salary Range:	Hourly
Status:	Non-Exempt	Terms:	166 Days

GENERAL DESCRIPTION: Prepares and serves the appropriate quantities of food to meet planned menu requirements. Maintains high standards of quality in food production, sanitation, safety practices, and customer service.

QUALIFICATIONS:

- High School diploma or equivalent

SPECIAL KNOWLEDGE/SKILLS:

- Job related experience

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Prepares quality food according to a planned menu of tested uniform recipes.
- Serves food according to meal schedules, departmental policies, and procedures.
- Maintains courteous relationship with students and faculty.
- Recognizes reimbursable meals and appropriately designate meal information on POS system.
- Maintains accurate financial counts and procedures on a daily basis.
- Follows district procedures and guidelines for handling of monies.
- Quickly and accurately processes student transactions for speedy service.
- Practices and promotes portion control and proper use of leftovers.
- Assists with the storage and handling of food items and supplies.
- Help maintain a clean and organized storage area.
- Follows established procedures to meet high standards of cleanliness, health, and safety.
- Keeps garbage collection containers and areas neat and sanitary.
- Corrects unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Maintains personal appearance and hygiene.
- Assists manager in recording and tracing use of food items for daily production records.
- Performs assigned cleaning duties to prepare café for the next day’s service.

- Other duties as assigned.

OTHER FUNCTIONS:

- Ability to communicate effectively in written and oral forms.
- Ability to maintain emotional control under stress.
- Ability to interpret policy, procedures and data.
- Ability to lift and carry up to 50 pounds, stoop, bend, pull, push, climb and frequently stand.
- Ability to travel throughout the District by means of private or public transportation

ACKNOWLEDGMENT:

I have carefully read and understand the contents of this position job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Approved by: _____ 7/24/2023
Kerrie Patterson-Brown
Executive Director

Employee Signature: _____

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

This description describes the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Legacy the School of Sport Sciences maintains the right to assign or reassign responsibilities to this position at any time.