



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Nutritional Aide	Department: Nutritional Services
Immediate Supervisor's Position Title: Director of Nutritional Services	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Head Cook and Director of Nutritional Services, the Nutritional Aide is responsible for performing a variety of duties involved in the set-up and operation of food/serving lines to provide healthy, wholesome meals to students in accordance with local, state and federal food production and sanitation standards, guidelines and requirements.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the presentation of food items needed to supply food lines.
 - a) Assists in the set up of the serving line(s) and serving of menu items.
 - b) Portions, arranges and holds hot and cold menu items.
 - c) Sets up salads and sets out condiments.
 - d) Assembles fruits, vegetables, condiments, and milk choices.
- Assists in the serving and portioning of food to students.
 - a) Serves and portions food items during meal times.
 - b) Follows proper sanitary procedures in the handling, preparation, heating and serving of food items.
 - c) Monitors quantities and serving line to ensure operations run smoothly.
- Operates the computer "point-of-sale" program.
 - a) Monitors student selections during meal period to ensure proper selections and meals meet proper standards and guidelines.
- Monitors and maintains proper inventory of food and supplies.
 - a) Observes food that is stored on site, for freshness.
- Performs other duties of a comparable level or type, as required.
 - a) Attends school district training sessions, seminars, district in-services, and health and/or safety meetings.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
x	Less than high school diploma	Major field of study or degree emphasis:		
	High school diploma or GED			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of the fundamentals of food production and operations. • Knowledge of laws, rules, regulations and requirements pertaining to food handling, sanitation and food production. • Knowledge concerning the operation of food equipment. 		
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:
No previous experience required. Receives on-the-job training in food presentation and serving operations.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Following program activities, rules, and guidelines and applying safety rules appropriately. • Informing supervisors of problems or issues concerning safety that require attention. • Communicating with coworkers, students and supervisors in a manner sufficient to exchange or convey information and to receive work direction. • Learning, using and operating point of sale programs/computers. • Cleaning and sanitizing food areas, dispensers and equipment. • Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules. • Operating food dispensers and other kitchen equipment. • Servicing, supporting and interacting with students and staff.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		0
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by steam tables and equipment can pose the risk for burns. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell			x	
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.