



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Nutritional Assistant	<b>Department:</b> Nutritional Services
<b>Immediate Supervisor's Position Title:</b> Director of Nutritional Services	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b>  Under the guidance of the Head Cook, the Nutritional Assistant is responsible for performing a variety of duties involved in the preparation, set-up and operation of food/serving lines to provide healthy, wholesome and meals to students in accordance with local, state and federal food production and sanitation standards, guidelines and requirements. Positions assigned to this classification are trained on the job, are cross trained and may rotate through various food stations, assignments and functions within school nutrition operations, as determined by the Head Cook.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the preparation of food items need to supply food lines.
  - a) Assists in the set up of the serving line(s) and serving of menu items.
  - b) Pans, portions, arranges and heats/cools menu items.
  - c) Prepares, assembles sets up alternative/ala carte products.
  - d) Cuts, dices, and slices fruits, vegetables and other food items.
  - e) Prepares salads and sets out condiments.
  - f) Prepares and assembles bread and milk choices.
- Assists in the serving and portioning of food to children.
  - 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 lines to assure operations run smoothly.
- Assists in the running of computer “point-of-sale” programs.
  - a) Monitors student selections during meal period to assure proper selections and meals meet proper standards and guidelines.
  - b) Scans lunch cards to charge student accounts for meal items.
  - c) Monitors student balances and notifies students of low balances.
  - d) Processes money received and prepares daily deposits.
- Assists is washing food trays, spoons and forks. Runs dishwasher to maintain supply of clean dishes serving line materials.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, seminars, district health and/or safety meetings.
  - b) Performs other duties during evenings and on weekends as needed.
- Attends work regularly and punctually.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Fundamentals of food production and operations.</li> <li>• Knowledge of laws, rules, regulations and requirements pertaining to food handling, sanitation and food production.</li> <li>• Knowledge concerning the operation of food equipment and dishwashers.</li> </ul>
	2nd year graduate level		
	Doctorate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Receives on-the-job training in food production and serving operations.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b>	

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> <li>• Learning, using and operating of point of sale programs/computers.</li> <li>• Cleaning and sanitation of food areas, dispensers and equipment.</li> <li>• Storing of food items and rotating of food items.</li> <li>• Preparing, slicing, and setting up of food items and materials for ala carte, main and alternative lines.</li> <li>• Setting up, serving and portioning of food items.</li> <li>• Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules.</li> <li>• Operating dishwashers, food dispensers and other kitchen equipment.</li> <li>• Customer relation skills in dealing appropriately with and interacting with children and staff.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
<b>TOTAL</b>		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

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

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

**SECTION IV: CLASSIFICATION HISTORY**

<b>Classification History:</b>
Description created 4/2007 by BCC. Revised 8/2014. Updated 3/2018.