



NUTRITION SERVICES PROFESSIONAL

Classification: Nutrition Services Professional

Location: Assigned Building

Reports to: Food & Nutrition Supervisor

FLSA Status: Non-Exempt

Employee Group: SEIU

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Serves as a main/side dish cook, baker, and dessert cook. Prepares food according to standardized recipes and specified quantities. Follows nutritional guidelines as established by district, recommended by professional associations, and federal guidelines and regulations.

Part II: Supervision and Controls over the Work

Receives day-to-day direction from school food services manager. Operates within district and school policies and procedures, safety and quality control requirements, supervisory direction, and by applying acceptable professional standards.

Part III: Major Duties and Responsibilities (depending on specific assignment)

Duties may include, but are not limited to:

Food preparation:

1. Reads menus, recipes and directions for numbers of meals to be served.
2. Calculates amount, measures, and mixes ingredients for number of servings.
3. Computes time to be used in preparing and finishing food products so that they are prepared, at the appropriate temperature, and ready to consume according to the student meal service schedules.
4. Arranges and protects food products so that they are retained at the safety, sanitary, and quality level.
5. May direct the work of cook helpers or other cooks as appropriate.

Food Service, Cleaning, and Maintenance:

1. Assists in food service to students including providing appropriate serving size and arrangement.
2. Assists in verifying student meal eligibility and/or collecting school funds.
3. Assists in cleaning food preparation and cooking surfaces, utensils, pots, pans, trays, etc.
4. Performs such cleaning of spills and cooking products as necessary to maintain a safe cooking environment.
5. Assists in cleaning and maintaining equipment and notifying kitchen/cafeteria manager of equipment service, repair, and maintenance needs.

Administrative and Safety Functions:

May assist the school food services manager in any or all of the following functions:

1. Monitors inventory of cooking supplies and materials and notifies manager of supply requirements.
2. Maintains awareness of energy conservation and makes suggestions of methods and procedures to consider energy.
3. Secures equipment and supplies and protects against pilferage, loss, theft, or abuse.
4. Maintains awareness of facility and equipment to detect and prevent injuries or damage.
5. Identifies reimbursable meals and assures collection/documentation for collection.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Experience in food preparation to include cooking and baking which included acquiring and applying nutritional knowledge.
4. Ability to communicate and maintain good working relations with other employees, students, community representatives, and school staff.
5. Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
6. Ability to make mathematical calculations necessary for effective food preparation. Ability to read and comprehend in English recipes and directions for equipment usage.
7. Valid state food handler's certification including HIV/Hepatitis certification.



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Part V: Desired Qualifications

1. Experience in a school environment involving preparation and service of a large and varied number of meals and food products in a condensed period of time.
2. First Aid training.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, lift, sit, talk, move about, hear and speak. Noise level may be high when operating equipment. Required to stand, be on feet, and move around for a full work shift.

Ability to lift and move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury too self or others. Employee is exposed to extremely hot and cold equipment and potentially hazardous cooking tools and equipment.

Ability to use computer equipment to complete reports, maintain inventories, etc.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.