



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Nutrition Services Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 26

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in quantity preparation and serving of foods at an assigned school site or within the production kitchen; maintain food service facilities, equipment and utensils in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in quantity preparation and serving of foods at an assigned school site or within the production kitchen; assemble various ingredients; heat, package and wrap food items according to established procedures and portion control standards; serve meals on serving lines; set out prepared foods
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition; clean serving counters, tables, food containers and food service equipment; operate dish washers and wash trays, pots, pans, plates, utensils, countertops, carts and other serving equipment as assigned
- Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods; assist in the receipt, storage and rotation of food items and supplies in storage areas; assist with meal counts and inventories as directed
- Perform cashiering duties as assigned; count money and make correct change; distribute, collect, sort, count, scan and mark lunch tickets as required; utilize a computer to perform transactions and input data as assigned
- Prepare entrees, fruits, vegetables, sandwiches, salads, meats, pizza, eggs, cereal, breads, desserts, dressings and other assigned foods for distribution; mix, slice, grate and chop food items; open cans; replenish containers as necessary; assemble sack lunches as assigned
- Communicate with students and staff to exchange information; notify students of meal portion and nutritional standards as appropriate
- Operate standard food service equipment such as slicers, ovens, can openers, food carts and warmers
- Maintain various routine records related to assigned activities as required

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

Oral and written communication skills

Basic math and cashiering skills

Proper lifting techniques

Basic record-keeping techniques

ABILITY TO:

Assist in 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 health and sanitation requirements

Wash, cut, slice, grate and assemble food items

Communicate effectively both orally and in writing

Work cooperatively with others

Understand and follow oral and written instructions

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 and one year of experience in preparing or serving food in large quantities

LICENSES AND OTHER REQUIREMENTS:

Positions in the class require ServSafe Certification to be obtained during the first 30 days of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment

Subject to heat from ovens

PHYSICAL DEMANDS:

Standing for extended periods of time

Hearing and speaking to exchange information

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds and up to 60 pounds with assistance

Dexterity of hands and fingers to operate food service equipment

Reaching overhead, above shoulders and horizontally

Bending at the waist, kneeling or squatting

Seeing to monitor food quality and quantity

HAZARDS:

Heat from ovens

Exposure to very hot foods, equipment, metal objects and electrical equipment

Working around knives, slicers or other sharp objects

Exposure to cleaning chemicals and fumes

May be required to work around moving mechanical parts

May work on or around slippery floors