

## **Jefferson County School Nutrition Food Assistant**

### **Nature of Work**

An employee in this class performs semi-skilled work preparing and serving meals and other food in a school cafeteria. The employee is expected to solve most problems independently. Errors can result in spoiled food, illness among consumers, and significantly wasted work hours. Work involves various facets of the food preparation and serving process.

### **Duties and Responsibilities**

Prepares, cooks, and serves meals and prepares a la carte items for sale, preparing entrees, vegetables, and other side dishes according to standardized recipes; prepares meals for special diets according to recipes or other instructions provides.

Cooks food using batch cooking methods and replenishes the serving line to maintain properly cooked food items during the serving period.

Peels, washes, and cleans fruits and vegetables for kitchen use; prepares salads, and performs similar tasks as assigned.

Unpacks and carries canned and fresh fruits, meats, and vegetables from storage to the food preparation area; transports bread, rolls, desserts, and other items to specified areas; prepares juices, coffee, tea, etc., and carries them to specified areas; transfers food items from cooking utensils to serving lines.

Assists with wrapping and putting away food at end of serving time; records leftovers in addition to maintaining accurate records of foods used, produced, and served on food production forms.

Assists in cleaning the kitchen area and equipment and utensils to ensure that sanitation codes are maintained; washes pots, pans, and serving utensils by hand or by dishwashing machine, including adding detergent and sanitizing agent, and regulating temperature and water flow to thoroughly clean and sanitize pots, pans, cooking and serving utensils, and silverware.

May perform various housekeeping or janitorial duties in the kitchen such as sweeping and mopping and in dining areas, such as wiping or washing tables, chairs, or benches.

Performs other related work as required.

### **Minimum Training and Experience**

Graduation from high school is preferred but not required. Must have adequate abilities to read, write, and make mathematic calculations for food preparation.

### **Essential Job Functions**

Must be physically able to operate a variety of machinery and equipment including ovens, steamers, fryers, braising pans, mops, and all types of kitchen utensils and tools pertaining to food service, etc. Must be able to exert up to 40 pounds of force occasionally, and/or up to 5 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to read a variety of correspondence, menus, etc. Requires the ability to prepare simple reports, logs, and lists.

### **Knowledge, Skills, and Abilities**

General knowledge of food preparation and standards of sanitation and safety.

General knowledge of proper storage methods for various foods, supplies, and equipment.

General knowledge of how to operate and clean kitchen equipment.

Ability to exercise independent judgment and to use initiative to resolve problems and make improvements in the cafeteria operation.

Ability to read and follow standardized recipes and written instructions.

Ability to respond to inquiries regarding food content.

Ability to properly clean kitchen area, equipment, and utensils.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to communicate in a pleasant, positive manner with students, staff, parents, and coworkers.

**Reports to:** Cafeteria Manager