



Full Time/Non-exempt  
Approved 2/05  
\$20,996-\$26,244/yr (grade 3) + benefits

## **Nutrition Services Assistant**

**Definition:** Implements food services according to California Child Care Food Program & USDA standards and delivers to classrooms. Responsible for preparing all meals, snacks and inventory of food and food supplies. Responsible for implementation of health and safety procedures in relation to food handling and use of kitchen equipment.

**Reports To:** Nutrition Services Assistant Manager

**Position Supervises:** None

### **Duties**

1. Prepares and cooks main dishes and other foods assigned.
2. Measures weighs, and mixes necessary ingredients in accordance with menu and standardized recipes.
3. Performs mathematical calculations to adjust recipes and portion sizes.
4. Prepares required reports and maintains daily production worksheets.
5. Exercises quality cleaning standards of sanitation for food preparation.
6. Maintains proper storage of food and supplies.
7. Safely use a variety of food service equipment.
8. Performs site reviews and provides support to staff and communicates with staff about the CCFP.
9. Attends meetings and trainings as requested.
10. Implements safe work practices including OSHA regulations and Agency health and safety guidelines.
11. Identify workplace hazards and/or unsafe conditions and take appropriate action to correct.
12. Works as a member of the agency team by promoting the mission and philosophy of the organization.
13. Maintains confidentiality of children, families and staff.
14. All other duties as assigned.

### **Food Delivery to Classrooms (the following adhere to CCFP & USDA Transportation regulations)**

Packs and loads classroom delivery proportionate for order.

Maintains inventory of backup food and supplies for each delivery site.

Transports food to classroom and unload for staff at site.

Responsible for maintenance of transportation process including vehicle safety inspection, gas check, cleanliness, safety precautions, road safety, etc.

Maintains clear and ongoing communication with sites.

### **Nutrition Services Specialized Competencies**

1. Managing and Measuring Work - Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

2. Motivating Others - Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.

### **Qualifications:**

High school graduate or equivalent.

Two years of experience in quantity cooking in a commercial/industrial setting.

Possession of a current and valid CPR certificate and First Aid.

Infectious Disease Prevention training.

Health screening and TB and fingerprint clearance.

Required possession of a valid California Driver's License and ability to use agency insured vehicle.

Ability to move items with relation to job performance in conformance with the Americans with Disabilities Act (ADA).

Ability to lift and carry moderately heavy supplies up to 50 lbs.

Understand and carry out oral and written directions

Establish and maintain cooperative working relationships with those contacted in the course of work