San Leandro Unified School District
Job Description

Nutrition Assistant I

Definition

Under general supervision, performs a wide variety of duties related to the operation of a food service program. Positions in this class may work in a production kitchen or elementary site. Incumbents are expected to complete recommended food service training.

Representative Duties and Responsibilities:

- Assists in the preparation, packaging and heating of entrees, vegetables, salads, sandwiches and other meal components
- Ensures that all food components are served in accordance with USDA guidelines
- Assists in setup and cleanup of menu items
- Accepts and organizes deliveries
- Assists in cleaning and storing cafeteria equipment and food supplies
- Ability to use Point of Service (POS) computer system, and account for money received
- Assists in cleaning cafeteria equipment, pots, pan, and serving utensils.
- Sweep and mop kitchen area
- Sustains safe and sanitary conditions in the kitchen and serving area
- Other duties as related to positions as assigned by Supervisor

Qualifications:

Education and Experience

- High School Diploma or equivalent
- Experience in food preparation and kitchen maintenance desirable

Knowledge of:

- Knowledge of proper basic food preparation and serving
- Sanitation principles applicable to food service kitchen maintenance, proper operations and care of commercial kitchen equipment
- Make simple mathematical calculations necessary to adjust quantities as needed

Ability to:

- Understand and carry out oral and written instructions

Licenses and Other Requirements:

- Pass District Qualifying Test

Working Conditions and Physical Requirements

- Kitchen environment

Frequency Key; None (1); Occasional – up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	4		Lift/carry 0-5 lbs	4
Twist	4		Lift/carry 0-15 lbs	4
Squat	4		Lift/carry 0-30 lbs	2
Kneel	4		Lift/carry 0-45 lbs	1
Climb	1		Stand	4
Reach above the shoulder	2		Walk	3
Grip/Grasp	4		Sit	1
Extend/Flex Neck	4		Drive	1
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	2
Ability to see	4		Ability to hear	4

Range 24

San Leandro Unified Board of Education Date Approved: _____

CSEA – San Leandro Chapter #94 Date Approved: _____

8/12/14

CSEA Cindy Alvarez 8/12/14

CSEA Karen Perez 8/12/14