

**Ware County School System**  
**Job Description**  
*Classified Personnel*

**Site:** Schools

**Position Title:** Nutrition Assistant

**Reports To:** Nutrition Manager

**Work Year:** 184 days

**FLSA Status:**  Exempt  Non-Exempt

**Primary Function:** Works cooperatively with other staff members to assure a smooth, efficient meal service operation by preparing and serving safe, tasty and attractive foods according to the guidelines of the School Nutrition Program.

**Qualifications:**

- Educational Level:** High School Diploma or its equivalency.
- Certification/Licensing:** Completion or pursuit of completion of O.N.E. class
- Proficiency Skills:** Written, oral communication, math skills adequate for following schedules, recipes and basic record keeping. Food production skills desirable.
- Personal Skills:** Demonstrated ability to work as part of a team, assume responsibility and follow through on a variety of tasks.
- Physical Skills:** Clean and well groomed, excellent health, ability to lift 50 lbs., work in high heat and humidity, stand up for six hours, sweep and mop.

**Essential Duties:**

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities.
6. Performs routine duties and tasks with little or no direct supervision.
7. Limits personal business and phone calls to a minimum during work hours.
8. Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10. Maintains confidentiality of sensitive information and materials.
11. Maintains a professional appearance as appropriate for job responsibilities.
12. Exhibits time on task, a flexible, cooperative and hard-working attitude.
13. Takes direction and guidance from supervisors in a cooperative manner.
14. Prepares food according to recipe without making any changes except those by the manager; prepares food just in time for service.
15. Participates in planning and carrying out promotional, nutrition education and decorating activities.
16. Maintains record as required; foods used, temperatures and meals served.
17. Operates and maintains kitchen equipment according to accepted standards.
18. Completes food preparation and sets up line on time for serving.
19. Adheres to food safety procedures during preparation, service and storage of food; documents actions as specified in Food Safety Procedures.
20. Follows approved work safety procedures.
21. Completes all cleaning assignments and assists with unassigned duties.
22. Checks menu and supplies ahead of time and informs manager of needed items.
23. Operates cash register at meals and performs cash counts when assigned by manager.
24. Demonstrates knowledge of portion sizes, measurements and meal requirements.
25. Demonstrates physical ability to perform routine tasks: Stands on feet 5-6 hours per day, lifts and carries pans of food weighing up to 25 pounds without assistance, lift and move cases of food up to 50 pounds with assistance, mop and sweep floors, climb ladders to clean hoods and arrange stock room, place hands in water and cleaning solutions, work in coolers and freezers to clean and arrange foods, work in extreme heat and humidity.
26. Enhances the climate of the building and the morale of colleagues.
27. Dress according to SN dress code and DHR regulations.



## Important Notes

### ESSENTIAL DUTIES

**Job descriptions** are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

### QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**I acknowledge the duties of this job and understand the responsibilities required of the position.**

\_\_\_\_\_  
**Print Employee's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Print Supervisor/Principal Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor/Principal**