Job Description

Job Title: Nutrition Services Assistant 2
Job ID: 1014243
Location: Como Service Center
Regular/Temporary: Regular

General Information

General Statement of Duties

The job of Nutrition Services Assistant 2 (NSA 2) was established for the purposes of providing support to school food service operations. The duties performed by the NSA 2 are broad, flexible, and advanced-level. NSA 2 performs works independently, with minimal supervision including, but not limited to: customer service; forecasting, ordering, and receiving food and supply orders; managing appropriate food and supply inventories; food safety and sanitation; cooking, food preparation and service; point of service sales; complex reports; customer engagement; staff orientation and training; and related duties as assigned.

Supervision Received

Works under the direction of a Nutrition Services Supervisor and/or designee.

Supervision Exercised

None.

Qualifications

High school diploma or G.E.D. certificate. A Minnesota Department of Health Food Manager’s Certification will be required within three months of appointment.

Knowledge, Skills, and Abilities

- Builds and maintains a positive and respectful work environment.
- Provides excellent customer service to internal and external customers.
- Working knowledge of Child Nutrition Program regulations.
- Working knowledge of food safety and sanitation requirements.
- Working knowledge of food preparation and cooking principles and methods.
- Working ability to follow oral and written instructions.
- Working ability to learn the use of industrial kitchen equipment.
- Working ability to of complete arithmetic computations.
- Working ability to prepare and distribute advanced technical reports.
- Working ability to endure periods of hard physical work and to perform work well under time pressure.
- Working ability to safely lift fifty pounds.
- Working ability to read and write English at the 9th grade level.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

- Adheres to district and department procedures and guidelines; local, state and federal regulations; and food safety and sanitation guidelines.
- Forecasts food and supply needs; places food and supply orders; inspects and processes food and supply orders upon receiving; stores and manages food and supply inventories.
- Receives, handles, prepares, cooks and stores food and supplies.
- Forecasts meal counts for food production, and coordinates all aspects of food preparation and service.
- Monitors food quality and implements action when safety, quality, or other deficiencies are identified.
- Maintains a clean and safe kitchen, cafeteria and work environment.
- Operates a dish machine and three-compartment sink; washes dishes, utensils, pots and pans, etc.
- Operates, cleans, reassembles and performs simple maintenance on a variety of kitchen appliances and equipment.
- Operates a point of sale system and ensures compliance with Child Nutrition Program requirements.
- Prepares, monitors and distributes logs, data, reports, records, etc.
- Participates in meetings, in-services, and trainings.
- Provides orientation and training to staff.
- Demonstrates competency with food safety and sanitation requirements, department procedures, and job tasks.
- Satisfactorily completes assigned tasks in a timely manner.
- Performs other related duties, as assigned.

**Essential Functions**

*Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.*

**Regular and reliable attendance.**

*May be exposed to various cleaning products.*

**Pay, Benefits, & Work Schedule**

This position works 35-40 hours per week for the remainder of the 2021-2022 school year.

Salary and benefits are in accordance with the Nutrition Services negotiated labor agreement. The labor agreement and salary schedule can be found at [https://www.spps.org/Page/33566](https://www.spps.org/Page/33566). The minimum rate of pay for this position is $16.11 per hour.