

Position: Nutrition Associate	Position Number:
Department: Child Development Center	FSLA: Non-exempt
Reports to:	Salary Grade: 108

### **Summary**

Performs food preparation and service level duties connected with food distribution, serving, clean up, and related duties such as inventory, data entry, at various school kitchens.

### **Essential Duties and Responsibilities**

- Serves and assists in preparation of institutional quantities of food items from established menus. May prepare items such as sliced meats, bread and rolls, salads, fruit, and vegetable plates.
- Assists in food preparation for special events at assigned or remote locations.
- Organizes catering trays and serving areas.
- May provide work guidance to student assistants.
- Serves food items according to specified quantities.
- Prepares food items such as slicing meats, breads, and salad bar foods. Cuts fruits and vegetables and prepares serving trays.
- Serves as a cashier, counting money, processing documentation and completing relevant food service reports.
- May assist with inventory and food service deliveries.
- Operates a variety of kitchen/cafeteria equipment such as slicers, mixers, french fryer, stoves, and ovens.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

- **Knowledge and Skills**

Working knowledge of institutional quantity food preparation, methods, procedures, and service; weights and measures; and kitchen safety and sanitation. Skill at computerized data entry for food service related data and transactions.

- **Abilities**

Must be able to perform the duties of the position under direct supervision. Must be able to follow oral and written instructions. Ability to enter data onto computerized information systems. Must be able to add, subtract, divide, and use decimals and

fractions. This position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds. Requires the ability to handle hot material and work in an environment dominated by wide temperature extremes. Requires sufficient hand coordination to use kitchen utensils and equipment and move and position hot materials.

- **Education and Experience**

The position typically requires completion of a high school curriculum and more than one year of experience in large quantity food preparation and serving. Additional experience may substitute for education.

- **Licenses and Certificates**

Health screen authorizing the incumbent to work in food service.