



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT NUTRITION SERVICES PART-TIME PERMANENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, FS
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8111
BARGAINING UNIT:	CLAT

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program

Prepares food using recipes as directed by the supervisor and ensures that foods are held and/or served at the proper temperatures

Utilizes commodities and other prepared food products effectively

Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards

Demonstrates proper methods of storing foods and use and care of equipment

Follows quality assurance and Hazard Analysis and Critical Control Points guidelines, procedures and policies; observes and records required information

Cleans assigned areas in order to maintain compliance with Kentucky Department of Health regulations

Performs all other duties assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful experience in quantity food preparation

Kentucky Department of Education Certification as a Food Service Employee

Effective communication skills

DESIRABLE QUALIFICATIONS

Participation in vocational food service courses

Jefferson County Board of Health sanitation certification

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.