



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

JOB TITLE:	LEAD ASSISTANT NUTRITION SERVICES
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IB, GRADE FS + APPROPRIATE INCREMENT
WORK YEAR:	185 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8108
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES
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Assumes responsibility for cooperating with and the completion of all assigned tasks and supervisory tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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Cooperates with supervisor and fellow assistants to ensure maximum efficiency of the assigned area and total program

Prepares food using standardized recipes and completes supporting documentation as directed by the supervisor

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

Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan

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

Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations

Maintains quality standards for the presentation and service of food in a pleasant environment

Assumes all responsibilities of the supervisor in their absence

Performs all other duties assigned by supervisor

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

PHYSICAL DEMANDS
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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
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High School Diploma or G.E.D.

Complete the Kentucky Department of Education Certification as a Food Service Employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS
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Successful food service experience

Louisville Department of Public Health and Wellness Food Safety Certification

Experience in a diverse workplace

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