



LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

J O B D E S C R I P T I O N

POSITION: **Food & Nutrition Services Field Assistant**

REPORTS TO: **Food & Nutrition Services Supervisor**

DIRECTS: **All Food & Nutrition Services Staff**

POSITION SUMMARY:

The Food & Nutrition Services Field Assistant will support the Food & Nutrition Services Supervisor in the overall operation of the department. Primary responsibilities will focus on supporting the Production Kitchen Cafeteria Manager and Elementary Satellite Kitchens, including immediate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DEPARTMENT PROGRAM & STAFFING SUPPORT

- Assist with overall management of the school food and nutrition services operation.
- Assist with evaluation of all phases of the school nutrition program, identifying needs and creating solutions.
- Directly oversee Production Kitchen, Elementary and ELC Kitchen Sites, including the immediate staff.
- Schedule and routinely visit kitchen sites to provide best training, support and rapport.
- Monitor and evaluate staffing needs based on building schedule and meal service logistics.
- Support staff on site and make suggestions or improvements as necessary (i.e. efficiency, work flow, food safety, meeting regulations, managing food and supplies and waste reduction).
- Observe and train on call subs, new employees, cashier/servers, food transport drivers, and kitchen manager positions and support as necessary.
- Assist with special diet paperwork and staff training on special diets.
- Provide recommendations, assessments and make updates to department materials/forms/manuals.
- Oversee forecasting and inventory control across the department.
- Ongoing evaluation and management of the departments food service vendor ordering system.
- Ongoing management and coordination of new or continuing ingredients with food service vendors and brokers.
- Provide technical assistance and food safety training for school food service program personnel.
- Plan and lead various in-service training programs and staff meetings.
- Support staff by recognizing, addressing, and resolving conflicts within a team or individuals.
- Support supervisor with evaluating food service employees as needed and annually.
- Provide motivational leadership and support to employees that promotes job satisfaction and performance improvement.
- Plan and oversee logistics and staff for the District's catering events and monitor expenses and revenue to keep the program financially sustainable.
- Attend workshops, seminars, and other personal/professional development programs; maintain current knowledge of trends and developments in effective food service management and systems.
- Other relevant duties as needed or assigned to accommodate the efficient operation of the department.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to meeting qualification requirements satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- Minimum 3 years Supervisor/Manager experience in food service management or nutrition dietetics related field
- Preferred Bachelor's degree from an accredited institution in Hospitality Management, Food Nutrition, or Business Management. Specific majors/areas of concentration; food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
- Successful experience in operating an independent food service business, or leading employees.
- Experience in public school environment preferred.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL REQUIREMENTS:

1. Valid Washington State Food Handler's Permit - ability and willingness to maintain a current permit.
2. Valid ServSafe Food Safety Training Certificate - ability and willingness to maintain a current certificate (or willingness to complete within 3 months).
3. Valid Washington State Driver's License.
4. Federal/State criminal history background clearances and any other mandated clearances.

LANGUAGE SKILLS:

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, interpret and follow directions in the English language. Ability to effectively present information and respond to questions from students and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentage, recipe scaling, and totals and to apply concepts of basic mathematics. Ability to accurately perform basic mathematical computations quickly without the aid of electronic devices.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES:

- Self-directed ability to identify needs, determine solutions and implement a collaborative approach.
- Knowledge of food allergies, ingredients, additives and other dietary concerns.
- Knowledge of point of sale systems and cashier reporting procedures.
- Knowledge of commercial cooking, proper food preparation techniques and recipe development.
- Knowledge of methods, procedures, and techniques of cooking, baking and large quantity food preparation.
- Knowledge/experience in the use and function of different types of specialized food service equipment
- Ability to lead and coordinate the work of others.
- Ability to work well under pressure and meet timelines.
- Demonstrate organizational skills and ability to work independently
- Experience working within constraints of a budget
- Strong written and verbal communications skills.
- Demonstrate ability to work well and collaborate with administrators, staff, and the general public; displaying tact, good judgment, discretion, and strict confidentiality.
- Proficient in employee conflict management.
- Demonstrate ability to convey a positive image of the employer to foster good employee/employer relations and public relations.
- Proficient computer skills using Microsoft Office products, Mealttime mPower (point of sale software), and nutrition analysis software and google cloud, including utilizing tables and formulas.

- Knowledge of federal, state, and local laws, regulations, and policies regarding food service preparation and distribution.
- Ability to be flexible and team-oriented.
- Access to reliable transportation for driving between schools.
- Promote and practice professional growth and development.
- Perform other duties as may be deemed necessary for the efficient operation of the department.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 50 pounds; perform repeated pushing and pulling movements up to 75 pounds; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORKING ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The majority of the work is performed in a kitchen. At the work sites, there are normal noises associated with common kitchen equipment. There may be frequent exposure to hot water, steam, and heat normally associated with a kitchen operation. While performing the duties of this job, the employee occasionally may walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers.

PRIMARY WORKING RELATIONSHIPS:

- Food & Nutrition Services Supervisor in meeting the above primary responsibilities
- Food & Nutrition Services Assistant Supervisor
- Food & Nutrition Services Staff
- Building Administrators
- Parents, students and other district employees
- Executive Director of Business Services

TERMS OF EMPLOYMENT

Work Hours: 8.00 hour days

Work Days: 204

Vacation: Per District Policy and Non-represented Employee Benefit Schedule

Salary: Non-represented Employee Salary Schedule

Benefits: Per District policy and procedures regarding non-represented employees

EVALUATION: Completed at least annually by the Food & Nutrition Services Supervisor

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.