



Columbia County School District Job Description

Position Title: Nutrition Assistant		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the School Nutrition Program Manager in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade B	Pay Type: Non-Exempt	Retirement: Public School
Contract Work Year: 185 Days Per Year, 4-8 Hours Per Day		
Reports to: Director of School Nutrition Services; School Nutrition Program Manager		

MINIMUM QUALIFICATIONS
GED or High School Diploma, preferred
GOAL
Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<p>JOB FUNCTIONS: Stores, prepares and serves food for the School Nutrition Program. Cleans and sanitizes equipment and physical facilities, including taking out the garbage, as needed. Maintains assigned forms and records.</p> <ul style="list-style-type: none"> • Participates in implementing cost containment measures while maintaining quality. • Follows manager's directions and schedules in the production and service of food, including following written standardized recipes and instructions. • Practices safe and sanitary procedures in food preparation, storage, service and equipment operations. This includes wearing a hair net at all times and taking out the garbage, as needed. • Requires standing and walking 95% of the workday. • Operates a variety of equipment, including but not limited to: slicer, food chopper, mixer, steam kettle, etc. • Locates and removes cases of food or heavy packages during the receipt of food or from either dry, frozen or refrigerator storage; such activity may mean lifting from a bent position or from above the shoulders. • Must be able to lift 40 lbs. • Must work in varying temperature environments. • Attends job-related training classes and workshops. • Follows Columbia County Board of Education Personnel Policies. • Participates in implementing promotion of special school and community activities consistent with board policy. • Demonstrates the ability to work with the school community. • Performs all other duties as assigned.
IMPORTANT NOTES
<p>ESSENTIAL DUTIES</p> <p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It</p>

should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2011