

NUTRITION SERVICES ASSISTANT

FUNCTION OF THE JOB

Under supervision, to assist with meal and nutrition programs; to perform specialized work supporting various program needs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assist with the preparation and delivery of meals following program area policy and procedures.
2. Reviews and tabulates daily nutrition program data; compiles and audits program reports.
3. Provides orientation, training, and technical assistance to staff and volunteers, and informs staff of program requirements, policies, and procedures.
4. Assists in maintaining quality in the nutrition program through loss control and safety measures; ensures and documents compliance to policies and procedures.
5. Assists in the daily administration of the nutrition program and identifies, assesses, and resolves routine problems.
6. Performs on-site reviews of program area for policy compliance and to assist program area management and staff.
7. Acts as a representative of the nutrition program; may lead meetings for nutrition site managers addressing program goals and objectives; prepares material for distribution.
8. Assists in the implementation and follow-up of special projects, surveys, and activities related to the nutrition program.
9. Gathers, reviews, and prepares detailed program records to provide program accountability and monitor delivery of services.
10. Coordinates the maintenance of program equipment and supply inventories and distributes materials.
11. Maintains inventory for program area ensuring all policy and procedures regarding proper food handling are followed.
12. Assist with proper cleansing and storage of cookware and serveware; cleanse and sanitize counters, eating areas, and food transport carts.
13. Establishes and maintains effective working relationships with site managers, department staff, volunteers, food service providers, and the general public.
14. Provides assistance in assessing and reviewing options for problem solving; provides guidance and recommendations for actions to be taken.
15. Reviews and updates menu information for distribution.
16. Provides administrative guidance and direction for the daily operation of the nutrition program; may provide backup administrative function such as answering phones or directing visitors.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of food service systems and terminology including menu, food preparation, sanitation, and delivery.
2. Working knowledge of food serving and handling methods and procedures.
3. Working knowledge of computer functions and programs for data entry, spreadsheet, word processing, and data base applications.
4. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, and department/division specific equipment.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

5. Some knowledge of mental health and the aging process and its physical and emotional effects.
6. Ability to coordinate, prepare, and maintain accurate records and reports.
7. Ability to establish and maintain effective working relationships with site managers, department staff, volunteers, food service providers, and the general public.
8. Ability to operate food preparation equipment and use cookware safely.
9. Ability to operate cleansing equipment and follow sanitation policy and procedures.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to identify and resolve routine program concerns.
12. Ability to provide assistance with the coordination and delivery of services.
13. Ability to compile and audit pertinent information for proper accountability of services.
14. Ability to make on-site visits.
15. Ability to utilize word processing, database, and spreadsheet programs.
16. Ability to work independently and with some supervision.
17. Ability to make recommendations to increase program effectiveness.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Two years of post high school work experience in food service, nutrition, older adult programs, or a closely related field.
3. Posts high school education in food service, nutrition, or a closely related field may be substituted on a year-for-year basis for the work experience requirement.
4. Valid driver's license.
5. ServSafe food safety and sanitation certification within 90 days of hire.