



Job Title: Nutrition Services Associate

Summary:

The Nutrition Services Associate is responsible for preparing and serving high-quality, nutritious, and appetizing meals to students, while maintaining cleanliness, safety, and compliance with all food safety standards. The role requires strong teamwork, attention to detail, and flexibility to support the overall efficiency of the school kitchen and food service operation.

Essential Duties and Responsibilities:

- **Food Preparation & Service:**
 - Prepare hot and cold food items according to standardized recipes, ensuring meals are nutritious, appealing, and meet all school nutrition guidelines.
 - Ensure that hot foods are consistently served hot, and cold foods are consistently served cold.
 - Follow all food safety and sanitation standards to maintain a clean and organized workspace.
- **Kitchen Maintenance & Cleanliness:**
 - Wash service wares, kitchen utensils, and equipment to maintain cleanliness and ensure they are available for use.
 - Clean production areas, including food prep stations, countertops, and cooking equipment, as necessary.
 - Regularly inspect kitchen and service areas for cleanliness and compliance with sanitation standards.
 - Equipment is maintained and serviced to ensure optimal performance and longevity.
- **Inventory & Supply Management:**
 - Receive and store food and supply deliveries in accordance with food safety regulations and inventory control procedures.
 - Notify the Nutrition Services Manager of low product levels or the need for replenishment to ensure kitchen operations are not interrupted.
- **Team Collaboration & Communication:**
 - Work closely with other kitchen staff to ensure efficient meal service and smooth operations.
 - Demonstrate flexibility and a positive attitude when collaborating with teammates to resolve issues related to food production, service, or students.

- Communicate respectfully and courteously with team members, students, and staff.
- **Meal Service & Compliance:**
 - Assist with the student meal service, ensuring that the requirements for reimbursable meals are met according to USDA guidelines.
 - Recognize and report any facility maintenance or equipment issues promptly to maintain smooth kitchen operations.
- **Sanitation & Safety Compliance:**
 - Adhere to all sanitation regulations, including food safety guidelines and personal hygiene standards.
 - Conduct daily inspections of production areas to ensure compliance with health and safety standards, aiming for high health inspection scores.
- **Additional Duties:**
 - Fill in where needed in the kitchen to ensure that operations run smoothly.
 - Suggest improvements to kitchen processes to enhance efficiency and service quality.
- **Other duties as assigned.**

Specific Performance Results:

- Support ensuring that all health and safety inspections result in scores exceeding 90, with no critical violations.
- Meals are consistently prepared and served at the appropriate temperature—hot foods remain hot, and cold foods remain cold.
- Foster a positive and engaging food service environment.
- Consistently produce high-quality meals that meet nutritional guidelines and student preferences.
- Food production is completed on time, with no delays due to incomplete preparations.
- Concerns or complaints are handled promptly and professionally or reported to the appropriate supervisor.

Working Conditions & Physical Demands:

The physical demands of this position include standing for extended periods, using hands to handle kitchen utensils, reaching, bending, stooping, and performing repetitive tasks such as stirring, wiping, and cutting. Employees may be required to lift and carry up to 30 pounds regularly and up to 50 pounds occasionally. The work environment involves exposure to hot surfaces, sharp objects, fumes, airborne particles, and wet or humid conditions. Employees must exercise caution around potential hazards such as burns, cuts, slips, and trips. The noise level in the kitchen is moderate, and employees must be able to work in a fast-paced, team-oriented environment.

Education & Competencies:

- **Required Experience:**

- At least 1 year of experience in quantity food preparation or food service preferred.
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- **Certifications & Skills:**
 - Must hold a valid Washington State Driver's License.
 - Must hold or be able to obtain a valid/current Food Handler's Permit.
 - Complete required Professional Standards Training each year.
 - Ability to operate a POS system (point of sale system) for meal service transactions and other required technology.
 - Ability to maintain accurate records and reports related to food inventory and meal service.
 - Strong interpersonal skills and the ability to relate well to students, staff, and coworkers.
 - Strong commitment to maintaining high standards of personal hygiene.
 - Punctuality and reliable attendance are essential for this role.
 - Ability to work efficiently both independently and as part of a team.

Preferred Skills & Qualifications:

- Previous experience in a school or institutional food service environment.
- Knowledge of USDA child nutrition program requirements is a plus.

Additional Requirements:

- Strong organizational and time-management skills.
- Ability to remain flexible and adapt to changing needs within the kitchen.
- Strong problem-solving abilities and conflict resolution skills.
- Attend all mandatory meetings and trainings as scheduled.