**SAMPLE JOB DESCRIPTION: PRODUCTION ASSISTANT**

Job Title: Production Assistant

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: Food Service Director

Supervisor’s Superior: [District Dependent]

Positions Supervised: [District Dependent]

**Job Summary**

The Nutrition Services Production Assistant (PA) works with the Production Chef and Production Cook receiving food and supplies, working as assigned doing production food preparation, transport pack outs, dish machine and pot washing sink operations, inventory and storage organization and general kitchen cleaning as part of maintaining a safe food production and service environment in the Central Production Kitchen. The PAs are also responsible as assigned for recordkeeping duties with regard to temperature recording, inventory counting, and production record maintenance.

**Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty 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.

**Key: (D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, **(A)** annually

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| **Job Tasks Descriptions** | **Frequency** | **% of**  **Time** |
| 1. Understands and is able to communicate the philosophy of the XXXXX Nutrition Services Program and on a daily basis helps to deliver information to the school population about the food, the sources of the food, the recipes and the overall program. | D | 10 |
| 2. Participates in the preparation of ingredients according to the planned menu and prescribed recipes. | D | 10 |
| 3. Participates in maintaining production flow by operating dish machine, pot washing area and maintaining organized storage of all pans, utensils, storage containers and other small wares and equipment used in the production facility. | D | 10 |
| 4. Participates in the proper receiving, storage and inventorying of all foodstuffs, paper, chemicals and supplies according to the XXXXX NS Department Standard Operating Procedures. | D | 10 |
| 5. Ensures the freshness of all prepared items by implementing proper rotation of food items prepared, properly wrapping and labeling prepared food items, and preparing only the amounts of food items as assigned. | D | 10 |
| 6. Participates and maintains the cleanliness and sanitation of all kitchen, cafeteria and storage areas under the auspices of NS Department including, but not limited to, walk-ins, refrigeration, freezers, dry storage and NS site office areas. | D | 15 |
| 7. Records and maintains temperature logs for equipment, food production and food transport, as outlined in the XXXXX NS Standard Operating Procedures and in compliance with National School Lunch Program. | D | 10 |
| 8. Uses and maintains institutional food service equipment such as slicers, ovens, mixers, and commercial dishwashers. | D | 10 |
| 9. Fosters district commitment to excellence and equity by ensuring that employees and students are valued, respected and provided a positive work/learning environment. | Ongoing | 5 |
| 10. Reads and responds to all emails, reads NS newsletters, establishes positive relations with internal and external customers, including students, staff, school administration, parents, and community members. | Ongoing | 5 |
| 11. Performs other duties as assigned. | D | 5 |
|  | **TOTAL** | **100%** |

**Education and Related Work Experience**

* High school diploma, completion of G.E.D., or equivalent vocational school or short term courses, such as commercial trade training, culinary training, and computer training.
* One year and up to and including two years experience in large scale Food Services.

**Licenses, Registrations or Certifications**

* Must obtain Serve Safe Certificate or State/County Food Handler’s Permit by completion of probationary period.
* A criminal background check is required for hire.
* Offer contingent upon passing post-offer physical.

**Technical Skills, Knowledge & Abilities**

* Basic oral and written communication skills
* Intermediate English language skills
* Intermediate interpersonal relations skills
* Basic math and accounting skills
* Basic personal computer, keyboarding and word processing skills
* Basic customer service and public relations skills
* Intermediate critical thinking and problem solving skills
* Intermediate organizational skills
* Ability to manage confidentiality in all aspects of job
* Ability to manage multiple priorities
* Ability to manage multiple tasks with frequent interruptions
* Ability to understand and follow all HACCP Standard Operating Procedures
* Ability to stand for extended periods of time
* Ability to lift up to 50 lbs on a frequent basis

**Other Required Proficiencies**

* Must be able to perform tasks on computers and peripherals at time of hire.
* Must pass basic math test prior to hire.
* Must have working knowledge of commercial large-scale kitchen equipment prior to hire.

**Safety to Self and Others**

* Be aware and create, to the best of ones’ ability, a physically and mentally safe environment for self and others.
* Report all unsafe working conditions.

**Safety Equipment**

* Sturdy shoes with oil resistant and non-slip soles required
* Food thermometer required (provided)
* Food handler’s gloves required (provided)
* Protective gloves for dishwashing required (provided)
* Cut resistant gloves for slicer (provided)

**The physical demands, work environment factors and mental functions described below 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.**

**Physical Demands**

* The employee is frequently required to stand; walk; use their hands to finger, handle or feel; reach with their hands and arms; talk; hear; taste and smell (over 2/3 of the time).
* The employee is occasionally required to sit; climb or balance; stoop; kneel; crouch or crawl (up to 1/3 of the time).
* The employee must frequently lift up to 10 pounds (over 2/3 of the time).
* The employee is regularly required to lift and/or move up to 50 pounds and frequently move heavy loads (up to 2/3 of the time).
* The specific vision abilities required by this job include close vision (20 inches or less), distance vision (clear vision at 20 feet or more), ability to identify and distinguish colors, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

* While performing the duties of this job, the employee is regularly exposed to non-weather wet or humid conditions (up to 2/3 of the time).
* The employee must occasionally work near moving mechanical parts; work in high, precarious places; be exposed to fumes or airborne particles; be exposed to toxic or caustic chemicals; be exposed to outdoor weather conditions; have risk of electrical shock (under 1/3 of the time).
* The employee is occasionally exposed to non-weather related extreme cold and heat (less than 1/3 of the time). The employee is exposed to very loud noise levels in this position.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*