



STEP FORWARD

Classification Specification

Nutritional Aide (2070)

Purpose of Classification:

The purpose of this classification is to assist with meal preparation (no cooking) serving and delivery of meals to the classrooms. Follows pre-established safety and sanitation kitchen procedures, cleans and sanitizes soiled dishes, pots and pans and stocks and delivers food carts to designated classrooms.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the cook with meal preparation (except cooking) and service duties (portioning, wrapping and delivering meals to the classroom) obtains meal count for the number of children in the classroom; ensures that all food is received for and matches menu selections; documents any substitutions from the menu; ensures food for children with allergies and special needs is available for daily meal service; signs delivery slips from outside kitchen deliveries; documents food temperatures and reviews all food received is placed in warmers when required.

Arranges food carts with plates, cups, utensils, napkins, milk and bowls; maintains inventory of non-food items; Picks up meal carts after meal service and delivers them back to the kitchen; assists with dishwashing, sweeping and mopping floors, cleans and sanitizes the entire work area: tables, counters, sinks, coolers, warmer, and microwaves.

Provides classrooms with food service gloves and hand sanitizer solution; inventories food and non-food items and signs receipts when order is received from vendor; properly stores all food and non-food items received.

Follows all safety and sanitation rules and regulations: safely handles and carefully uses various cleaning and sanitation chemicals in compliance with federal, state and local safety, health and environmental regulations; ensures all chemicals are safely stored and out of the way from the children.

Attends meetings and in-service trainings as scheduled by the Nutrition Coordinator as needed: attends on-going food sanitation and safety classes; and accompanies classes on field trips as assigned.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High School Diploma or GED required; supplemented by one year of work experience in food service /food preparation for an agency, hospital, restaurant or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Ohio driver's license. Must have State of Ohio ACT 33 (Child Abuse) ACT 34 (Criminal Record) and ACT 14 (FBI) Clearances.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, tools, and/or materials such as automated dishwasher, microwaves, warmers, cleaning tools, and office equipment like computers, printers, and calculators used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, fire, machinery, electric currents, bright/dim lights, toxic agents, water hazards, disease, pathogenic substances, or rude/irate customers.

Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.