UNIVERSITY OF SOUTHERN CALIFORNIA

Nutrition Assistant

Job Code: 161011

Grade: C
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Assists the nutrition coordinator in a variety of food program activities in a child development facility.

JOB ACCOUNTABILITIES:
*E/M/NA  % TIME

_____ _____ Assists in the preparation of meals and snacks.

_____ _____ Assists with the planning and purchasing necessary for preparing and serving meals based on a menu plan.

_____ _____ Assists in applying nutrition to the food program.

_____ _____ Assists in the housekeeping functions of the kitchen and cooking areas.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Less Than High School

Minimum Experience:
0 - 6 Months

Minimum Field of Expertise:
On-the-job training/basic reading and writing skills

Preferred Education:
High School or equivalent

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: ___________________________ Date: ___________________________
Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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