

ST HELENS SD 502

Nutrition Operations Assistant -TEMP (2025-061)

JOB POSTING

Job Details

Title **Nutrition Operations Assistant -TEMP**

Posting ID **2025-061**

Description **JOB SUMMARY**

This is a temporary position for 2025/2026 with the possibility of permanence in the 2026/2027 school year. This position assists the Director of Nutrition Services (DNS) with day-to-day operations of the Nutrition Services Department. This position will be working across the district as well as the district office to help support school kitchen and cafeteria operations. Tasks are assigned as needed by the DNS. The NOA will assist the kitchen staff with a wide range of operations tasks from staffing coverage to food service, clean up, maintenance, record keeping, federal/state regulations, food quality, technology, training, other duties as assigned. The NOA will work out of the Auxiliary Nutrition Services Office at the DO when not working in the field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists DNS with daily operations at the District Office.
2. Assists DNS with record keeping, trainings, POS system, equipment maintenance, inventory tracking, purchasing, menu planning, USDA/ODE regulatory compliance.
3. Provides coverage for Cook Managers (CM), Assistant Cook Managers (ACM) and Cook Helpers (CH) when substitutes are not available including last minute call outs.
4. Provides assistance to CM and ACM with day-to-day operations when needed
5. In absence of CM and ACM, provides supervision and guidance to school nutrition staff. Ensures efficient and quality food service operations
6. Assists in the implementation of the menu plans for the purpose of meeting student's mandated daily nutritional requirements.
7. Participates in daily cleaning of utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
8. Drive personal vehicle to different district buildings as needed while following all traffic rules.
9. Drive district owned vehicles occasionally as needed while following all traffic rules.
10. Assists in maintaining proper food temperature requirements.
11. Assists with estimating food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
12. Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements and minimizing waste.
13. Responds to inquiries of students, staff, administration and/or public for the purpose of providing information and/or direction regarding food menu items.

14. Stock food, commodities and supplies for the purpose of maintaining adequate quantities and security of items
15. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.
16. Collaborates and confers with students, parents, colleagues and community members in a harmonious and respectful manner.
17. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
18. Assist parents and community members as needed.
19. Follows all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority.
20. Complies with professional development activities as required by the District, State and Federal regulations.

SUPERVISORY RESPONSIBILITIES

Will occasionally supervise kitchen/cafeteria staff when Cook Manager (CM) and Assistant Cook Managers (ACM) are not available.

May supervise student helpers. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

1. High School Diploma or equivalent. College or Culinary degree preferred.
2. 18 years of age or older.
3. Minimum 1 year of experience working in child nutrition or educational or institutional setting.
4. Possess basic knowledge of food preparation in large quantities, menu planning, operation and care for kitchen equipment.
5. Possess basic knowledge of modern methods of food preparation, health codes and sanitation principles and nutritional requirements.
6. Have or be able to obtain a Food Handler's Card
7. Have or be able to obtain a Level 1 SNA Certificate
8. Pass District background and fingerprint requirements for employment.
9. Hold a valid Oregon Driver's license.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high. The employee is regularly exposed to wet or humid conditions and some extreme temperatures associated with ovens and walk in freezers.

OTHER

1. Criminal Justice Background check.
2. The employee is expected to be dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.
3. This position is primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.

Shift Type

Part Time

Salary Range

\$22.12 - \$27.53 / Hourly

Location

Multiple Locations

Applications Accepted

Start Date

02/11/2026

Job Contact

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Title

Nutrition Services Director

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