

Upper Cumberland Human Resource Agency

Job Description

NUTRITION AIDE

Classification: Non-Exempt
Department: Field Operations/Nutrition
Reports to: Central Kitchen Manager or Assistant
Salary Grade: HR1
Job Group: 8
Census Code: 4120
2010 SOC Code: 35-9011
Employment: At Will

MAJOR DUTIES AND RESPONSIBILITIES

- Preparation of meals for the Nutrition Program under the supervision of the Central Kitchen Manager.
- Carefully follows the recipes provided by the Project Nutritionist to insure that the daily dietary requirements of the guidelines are met.
- Assist in maintaining the equipment used in the preparation of meals in such fashion that they will meet all sanitation requirements of the project and health officials.
- Insure that all raw food necessary for following the provided recipes are on hand prior to the time for their use.
- Maintain the cleanliness and storage of all non-consumable supplies used in the preparation, serving, and consumption of the meals.
- Fill out all required reports, under supervision of the cook.
- Participate in all training when required by UCHRA.
- May be required to help deliver hot lunches.
- Other duties as assigned.

SKILLS/QUALIFICATIONS

- Be able to comprehend written and oral communications.
- Have a good work record.
- Have a pleasing personality and presentable appearance.
- Have experience in food preparation and service.
- Know all the home delivery meal routes.

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties as assigned.
- Pass a background check for employment.

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Job Description

Americans with Disability Specifications

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs;

balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics 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 exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____