



JOB TITLE	Nutrition Services Worker
REPORTS TO	Nutrition Services Manager
SALARY SCHEDULE/GRADE	Classified
CONTRACTED DAYS AND/OR HOURS	181 days/6 hours
JOB CLASS CODE	
POSITION CLASSIFICATION	Classified
DATE APPROVED	05/27/2009

QUALIFICATIONS

As established by the Board of Education

POSITION SUMMARY

Work as a team member to prepare and serve nutritious meals and snacks in a sanitary and friendly environment.

PERFORMANCE RESPONSIBILITIES

Cross-trains in all job rotations to prepare and serve student meals and snacks. Assists other team members as needed. This requires the physical ability to maneuver pots/pans containing 30# to 40# of food in and out of ovens and/or warmers to and from the serving line.

Completes accurate production records for the amount of food prepared, served and leftover.

Reviews menus and plans preparation procedures in advance to work smarter, not harder. Uses time wisely. Makes recommendations to the manager to improve food quality, presentation and service.

Prepares, serves and stores all foods in accordance with USDA and local Health Department regulations. Continuously monitors and documents cooking and serving temperatures of all foods. Documents delivery and storage temperatures as required by HACCP

Is responsible for proper use, cleaning and maintenance of kitchen equipment and facilities. Follow all safety procedures. This requires maneuvering commercial size pots, pans, bowls and small equipment. This also requires using chemicals in accordance with MSDS safety sheets. Cleaning cafeteria tables in schools may be required.

Assists the Nutrition Services Manager and Assistant Manager in ordering, checking-in and storing food and supplies. This requires the ability to climb small step stools and/or ladders to reach and maneuver cases weighing 30# to 40#.

Maintains harmonious relationships with supervisors, co-workers, students, school personnel and parents. Participates in classroom projects, school events to include marketing of healthy school meals.

Operates computerized point-of-service system. This includes recognizing a reimbursable meal, daily and monthly reports, bank deposits, securing of cash and retaining cash for change, and bank deposit procedures.

Attends required district training.

Work hours as assigned by the Nutrition Services Manager.

Passes certification exam as required by federal and state regulations. Attends continuing education to

maintain certification.
Performs all other duties as assigned by the Nutrition Services Manager or Assistant Manager

KNOWLEDGE AND ABILITIES
Curriculum, instruction and assessments.
Record keeping.
Operation of computer and other technology.
Verbal and written communication skills.
Laws, rules and statutory regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Pedagogy and knowledge instructional strategies.
Prioritize and schedule work.
Determine appropriate action within clearly defined guidelines.
Meet schedules and timelines.

PHYSICAL DEMANDS				
	SELDOM/RARE	OCCASIONAL <small>(UP TO 1/3 OF WORK DAY)</small>	FREQUENT <small>(1/3 TO 2/3 OF WORK DAY)</small>	FREQUENT <small>(2/3 OF WORK DAY)</small>
Standing/Walking				
Sitting				
Handle/Finger/Feel				
Reach/Push/Pull				
Bend/Stoop/Crouch				
Kneel/Crawl				
Climb/Balance				
Lift/Carry (check weight and frequency)				
Up to 10 lbs.				
Up to 20 lbs.				
Up to 50 lbs.				
Up to 100 lbs.				
Over 100 lbs.				