

School Nutrition Worker

Position: School Nutrition Worker
Immediate Supervisor: School Nutrition Manager
Issued Date: 10/10/00

POSITION SUMMARY

To prepare and cook attractive and nutritious food for school meals; assume the responsibilities and duties designated by the manager maintain kitchen cleanliness at all times; serving of food to students and adults; operate food service equipment; practice safe preparation and handling of food; cleaning and sanitizing of equipment and facilities; assist manager in daily operation of School Nutrition Program, and related work as required.

EDUCATION AND EXPERIENCE

Minimum of three years experience in school nutrition services or other food preparation services preferred.

QUALIFICATIONS

Demonstrate the ability to:

- Perform duties under general supervision,
- Utilize initiative and good judgement,
- Deal with a variety of persons and situations requiring a high degree of courtesy and tact,
- Cooperate with teachers, students and administration,
- Maintain confidentiality of information associated with position,
- Communicate effectively and project a positive image,
- Perform computers skills necessary for the job,
- Understand instructions and underlying principles,
- Understand meanings of words and ideas associated with the position,
- Perform arithmetic operations quickly and accurately,
- Perceive pertinent detail in verbal or tabular material,
- Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
- Move the hands easily and skillfully,
- Perform the essential functions and requirements of the job, and
- Meet satisfactory health standards.

ESSENTIAL FUNCTIONS

Ability and willingness to follow instructions, either written or oral.

Prepare and serve food in accordance with standards and requirements of manager and School Nutrition Program.

Assists in daily clean-up of kitchen and service area.

Performs major cleaning of equipment, freezers, bathrooms, and storerooms at least twice annually.

Courtesy and tact in dealing with students and adults.

Stores commodities and food properly and efficiently.

Follows work schedule assigned by the manager and follows approved menus. Be able to make modifications in recipes when needed.

Maintain pleasant working conditions with fellow employees by showing consideration for others, patience, respect, self-control, and other desirable character traits.

Assist with counting of money and making of deposit.

Possess basic computer skills, or willingness to accept training to run the school nutrition computer with assistance from manager.

Willingness to be trained to operate the register at point of service.

Follow board policies and instruction of the manager relating to safety measures, sanitation practices, personal standards, work techniques, and methods of performing duties.

Report to work at designated time and remain on job until dismissed by the manager.

Notify manager at earliest possible time when unable to work..

Maintain confidentiality of information associated with position.

STAFF TRAITS

Aptitudes:

Verbal ability required to read and comprehend instructions.

Basic computer skills with ability to be trained to assist the manager as needed.

Interests:

A preference for contact with people and a desire to be involved in a quality Child Nutrition Program.

Temperament:

Versatility to adapt to frequent changes in job duties from food preparation and serving to clean-up.

Willingness to accept constructive criticism and follow directions as given by the school nutrition manager, principal or school nutrition director.

OTHER RESPONSIBILITIES

Performs other work duties or responsibilities as assigned by the school nutrition manager, principal, or director of food services.

PHYSICAL DEMANDS

This position requires the lifting of objects not to exceed 50 pounds without the assistance and the wearing of a safety support belt and frequent lifting and or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing