

Union Public Schools Job Description

Position Title: Child Nutrition Worker
Department: Child Nutrition
Reports To: Child Nutrition Manager/Director of Child Nutrition

FLSA Designation: Non-exempt

SUMMARY: Assists in the preparation and service of quality food to students in a quick and pleasant manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Reports to work on time, in proper uniform and ready to work.
- Uses good hygiene habits; washes hands before beginning food preparation and between products.
- Orders groceries using menu planner.
- Records all food requisitions from the storeroom.
- Prepares food according to a planned menu.
- Takes temperatures of food before serving.
- Performs taste tests on food prior to serving, for flavor and quality.
- Reports inferior quality of food and faulty equipment to the manager or assistant manager.
- Weighs, measures and stores unused portions of food items.
- Prepares in advance for future meals.
- Assists in serving lunch and checks throughout serving time to make sure there is enough food to serve each customer.
- Maintains responsibility for neatness, cleanliness, safety and sanitation of work area.
- Helps break down and clean kitchen equipment.
- Washes pans, trays, dishes and returns to stock.
- Cleans bathrooms; empties and carries out trash.
- Performs other cleaning duties, including sweeping, mopping, cleaning walls and ceilings.
- Follows all employee safety and sanitation rules.
- Treats children, adults and other employees with respect and in a friendly and courteous manner.
- Maintains confidentiality of student accounts, including free/reduced lunches.
- Helps where needed when his/her duties are completed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SPECIAL CONSIDERATIONS:

- Employees must wear white short-sleeved (no long or sleeveless) shirts and black pants.
- Employees must wear tennis, work or non-slip shoes.
- Hair must be pulled back and in a hair net or scarf.
- No capri pants, shorts or skirts.
- No sandals, high heels, open toed or canvas shoes.
- Nails should be kept short, clean and manicured. No nail polish, false nails or tips may be worn.

- Employees may wear post earrings only. No watches or bracelets.
- Employees may wear only one ring, band only. No stones or jewels.
- No gum chewing.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) preferred. Previous experience with large-scale cooking and food preparation/serving preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Food handlers permit.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but basic, written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to plan own work schedule and to direct helpers under employee's supervision. General knowledge of the best methods of preparing and cooking foods in large quantities; ability to adjust recipes to the quantity required. Ability to perform jobs and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and truck while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision. The employee will work with strong, toxic, or caustic cleaning agents.

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.*

While performing the duties of this job, the employee occasionally works in temperatures above 100° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job. The employee will work with strong, toxic, or caustic cleaning agents.

The noise level is frequently loud enough that the employee must raise his/her voice to be heard.