Job Title: Child Nutrition Worker (Baker, Cashier, Cook, etc.) **Wage/Hour Status:** Nonexempt

Reports to: Cafeteria Manager **Pay Grade: 1**

Dept./School: Child Nutrition Department **Date Revised: 08/01/2024**

Primary Purpose:

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Qualifications:

Education/Certification:
None specified
External candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee ($50.20) paid by employee

Special Knowledge/Skills:
Ability to understand food preparation and safety instructions
Working knowledge of kitchen equipment and food production procedures
Ability to operate large and small kitchen equipment and tools
Ability to perform basic arithmetic operations

Experience:
2 years in food service operation

Major Responsibilities and Duties:

1. Prepare quality food according to a planned menu of tested, uniform recipes.
2. Serve food according to meal schedules, departmental policies, and procedures.
3. Practice and promote portion control and proper use of leftovers.
4. Supervise proper storage and handling of food items and supplies. Maintain a clean and organized storage area.
5. Operate tools and equipment according to prescribed safety standards.
6. Follow established procedures to meet high standards of cleanliness, health, and safety.
7. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
8. Maintain personal appearance and hygiene.
9. Handle and record cashier functions accurately.

10. Maintain daily food preparation records.

11. Promote teamwork and interaction with fellow staff members.

12. Keep all areas of cafeteria neat, clean and sanitary, with special attention given to chairs and/or benches, wall area at tray drop off, and floor during, between, and after serving times.

13. Assist with maintaining inventory of cleaning supplies and complete supply requests as needed.

14. Report preventative maintenance in the cafeteria to ensure the comfort, health, and safety of students and staff.

15. Follow established procedures for locking, checking and safeguarding facilities.

16. Check daily that all exit doors, panic bolts and fire safety equipment are working properly during hours of building occupancy.

17. Operate tools and equipment according to established safety procedures.

18. Correct unsafe conditions in work area and report to direct supervisor hazardous conditions that cannot be fixed.

19. Compile, maintain and file all reports, records, and other required documents applicable to position.

20. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

21. Attend mandatory training and professional learning activities applicable to position.

22. Keep informed of and comply with state, district, and federal policies, including daily attendance, punctuality, and confidentiality.

23. Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

24. Ability to perform manual skills necessary to perform work.

25. Ability to read and understand instructions for cleaning, maintenance, and safety procedures.

26. Ability to carry out directives from direct supervisor and work effectively with minimum supervision.

27. Maintain a cleaning schedule that will include cleaning of floors, wastebaskets, windows, furniture, equipment, and restrooms.

28. Comply with local laws and procedures for storage and disposal of trash.

29. Inspect machines and equipment for safety and efficiency.

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job.

Supervisory Responsibilities:

30. Train helper in preparation and cleaning techniques.
31. Responsible for time management in preparation of foods.
32. Maintaining Standards of Operation for HACCP (Hazard Analysis and Critical Control Point)
33. Monitoring accurate temperature readings.
34. Monitor equipment performance.

Equipment Used:

Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, sharp cutting tools, oven, dishwasher, and food and utility cart.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting and carrying; moderate exposure to extreme hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

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Employee Signature Date