

School Nutrition Worker

Reports to: Cafeteria Manager, Principal

FLSA Status: Non-Exempt

SUMMARY:

Responsible for the preparation, cooking, and serving of hot and cold food items to students, faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Observes and promotes safe work practices and procedures;
- Prepares food according to standardized recipes and established food preparation procedures;
- Takes and records internal food temperatures;
- Plans food production for the following days by preparing the designated food items ahead of time;
- Plans and implements an acceptable placement of steam-table pans on the cafeteria line prior to serving time;
- Takes temperatures of warming units, freezers and refrigerators;
- Transfers supplies and equipment between storage, work, serving, and cleaning areas in an appropriate manner;
- Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage guidelines;
- Stores food in refrigerators after covering, labeling, and dating; properly discards outdated food items;
- Courteously serves food with accuracy and speed while adhering to portion control, safety and appearance standards;
- Maintains kitchen work areas, equipment, and utensils in clean and orderly condition;
- Sweeps and mops floors;
- Washes work tables, walls, and equipment as directed;
- Washes pots and pans according to established procedures;
- Scrapes food from dirty dishes and washes them in dishwasher following established procedures;
- Inspects cleaned dishes for cleanliness, chips, cracks, etc., and stores in the appropriate location;
- Accepts payment for food, using cash register or other means as directed by cafeteria manager;
- Follows trash separation and proper disposal procedures;
- Reports needed supplies and equipment malfunction to cafeteria manager;
- Rotates stock, checks receiving dates, refills coolers and units as needed;

JOB DESCRIPTION
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- Follows established sanitary techniques while preparing and serving food and while handling clean utensils;
- Uses and wears safety and/or protective equipment, as appropriate;
- Attends in-service training sessions to develop and improve knowledge and skills;
- Performs job activities in a timely efficient manner and displays a willingness to work beyond the end of the contract work time as the infrequent need arises;
- Complies with and supports school and division regulations and policies;
- Recommends changes and improvements regarding his/her job; accepts changes readily;
- Adheres to uniform and personal hygiene requirements;
- Prepares and serves banquet and special function meals as required;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the manager, principal, and/or the Supervisor of Food and Nutrition Services.

KNOWLEDGE, SKILLS AND ABILITIES

Candidate must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to completion of high school. Experience and proficiency in quantity food service functions are preferred.

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.

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, walking, bending, stooping, reaching, grasping, kneeling, and lifting of objects weighing up to approximately 50 pounds is required. The ability to withstand temperature variances common to food service facilities is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service workers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to coordinate and prioritize work activity, handle complaints, express a service-oriented attitude, communicate effectively and work with limited supervision is required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.