

Job Title: School Nutrition Services

Wage/Hour Status: Nonexempt

Reports to: School Nutrition Services Manager

Pay Grade: X1 **Days:** 198 days

Dept./School: School Nutrition Services

Date Revised: November 2016

FUNCTION:

Performs task required for the quality preparation, courteous service, and thorough clean-up of campus facility.
Performs task required to follow sanitary procedures for the safe handling and storage of food.

QUALIFICATIONS:

Minimum Education/Certification:

- 1) High School Diploma or GED preferred.
- 2) Must be able to read, write, and understand verbal instructions in English and perform math functions of addition, subtraction, multiplication and division.
- 3) Must have a Brazos County Food Handler's Card or Food Protection Management Certification

Special Knowledge/Skills:

- Ability to read and understand food production sheets/recipes and prepare high quality food.
- Working knowledge of food preparation and kitchen equipment.
- Ability to work with other personnel and follow instructions of the kitchen manager.

Minimum Experience:

- None required

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

1. Responsible for the daily preparation of food as assigned by the kitchen manager.
2. Serves students and adults in an efficient, friendly and caring manner, meeting all scheduled meal times, observing portion control, maintaining adequate food quantities and quality on the serving line and cashiering with a computerized system as assigned by the kitchen manager.
3. Follows established sanitation and safety procedures, including Hazard Analysis & Critical Control Points (HACCP).
4. Thoroughly cleans all equipment on a daily basis or as needed and assigned by the kitchen manager.
5. Performs thorough clean-up duties (sweeping, mopping, storing food, washing dishes, taking out trash, cleaning and sanitizing prep areas and equipment, etc.) on a daily basis.
6. Proficiently and safely operates commercial kitchen equipment.
7. Attends required trainings and workshops.
8. Reads and applies written directions such as but not limited to recipes, assignment sheets, and safety information.
9. Promotes quality team work and positive interaction with fellow staff members.
10. Maintains personal appearance, hygiene and follows dress code.
11. Arrive on time and prepared to work each day.
12. Interacts with students, teachers, and visitors to provide optimum customer service.
13. Perform other duties as assigned by the kitchen manager.

Equipment Used:

Use large and small kitchen equipment to include but not limited to electric slicer, sharp cutting tools, cutting board, scales, large mixer, pressure steamer, braiser, steam jacketed kettles, refrigerated equipment, warmers, convection ovens, impinger ovens, dishwasher, food and utility carts, mop, broom, and computer.

Working Conditions:**Physical Demands/Environmental Factors:**

Continual standing and walking; pushing and pulling, moderate lifting (10-50 pounds), reaching, stooping, bending and kneeling most of the day.

Environment:

Moderate exposure to extreme hot and /or cold temperatures, moisture, excessive humidity, wet floors, and noise from equipment. Working around machinery with moving parts. Work with hands in water.

Other Information:

School Nutrition Specialist is an “at-will” position. A specialist is employed by the department not a campus location.

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