

<b>Child Nutrition Programs Technician</b>								
<b>Reports to: Child Nutrition Programs Manager</b>		<b>Work Year: 9 months/182 days</b>						
<b>Evaluation:</b>	In accordance with the Board approved Personnel Evaluation Plan							
<b>General Overview</b>								
<p>Prepares and serves school meals under sanitary conditions.</p> <p>Language Skills- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, financial records and procedure manuals. Ability to write routine reports and correspondence, to speak effectively before groups of employees, staff and students.</p> <p>Reasoning Ability- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form, to deal with problems involving several concrete variables in standardized situations.</p> <p>Skills Related- Ability to perform difficult work and to deal with factors which are not easily understood. Requires broad knowledge of the general field and a thorough knowledge of the specialized area.</p>								
<b>Performance Responsibilities</b>								
<ul style="list-style-type: none"> <li>• Follow defined standards of sanitation and safety for personnel, food preparations, and kitchen equipment.</li> <li>• Clean areas of preparation and consumption after meals.</li> <li>• Attends scheduled training classes and workshops for job development.</li> <li>• Participates in the preparation of foods following standardized recipes, approved service and distribution methods, and food handling techniques to ensure acceptable standards.</li> <li>• Follows Child Nutrition Programs policies and procedures.</li> <li>• Follows Child Nutrition Programs collection procedure as assigned.</li> <li>• Reports equipment problems to the manager.</li> <li>• Works tactfully and harmoniously with staff.</li> <li>• Performs assigned duties under supervision.</li> <li>• Performs routine and repetitious tasks.</li> <li>• Neat, well groomed, appropriately dressed appearance.</li> <li>• Performs other related duties as required or assigned.</li> </ul>								
<b>Minimum Qualifications</b>								
Education/Experience- High School Diploma or GED; six months job-related experience.								
<b>Essential Functions</b>								
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources. It should also be noted the order of duties/responsibilities as listed in the job description is not designed nor intended to rank the duties in any order of importance relative to each other.</p>								
<b>Employee Sign-Off</b>								
<p><i>My signature indicates that I have received, reviewed, understand, and agree to this job description; and further acknowledges that I have received a copy for my records.</i></p>								
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