

Griffin-Spalding County School System

Title: School Nutrition Assistant (Food Services Worker)	Location: Support Staff
Job Details: 184 Days/Non-Exempt/Full Time	Reports to: Director of Nutrition
Updated: 8/20/2018 Reviewed: 12/20/2019	Salary Schedule: NA Pay Grade: NW

JOB SUMMARY

This employee completes food preparation and service duties as assigned by the nutrition manager; works cooperatively with other staff members to assure a smooth, efficient meal service operation; prepares and serves safe, tasty and attractive foods according to the guidelines of the school nutrition program; and provides excellent customer service.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Follows both written and verbal instructions related to the daily production schedule
- Prepares, cooks, serves, stores, and labels food according to planned menus by standardized recipes
- Properly taste tests food to determine the quality of the product before serving. (Quality indicators: color, texture, appearance, flavor and temperature)
- Is able to lift 40 pounds alone and 50+ pounds with assistance
- Stands on concrete floors for long periods of time
- Maintains the highest standards of safety and sanitation
- Follows all HACCP standard operating procedures
- Adheres to dress code and rules regarding personal hygiene
- Performs major cleaning duties- Cleaning of refrigerators, freezers, storerooms, vent hoods and equipment at regularly scheduled intervals as designated by the SNP Manager
- Reports and follows the time schedules established by the SNP Manager
- Works collaboratively as part of a team
- Follows all federal, state and local rules and regulations as directed by the SNP Manager
- Attends all required in-service and training programs designated as by the SNP, principal, manager and/or G-S Board of Education
- Must complete required training: O.N.E. (within 1 year of employment); Annual Training for Professional Standards for School Nutrition Program Staff
- Follows all applicable safety rules
- Maintains prompt and regular attendance

SUPERVISES

- No Supervisory Responsibilities

MINIMUM QUALIFICATIONS

- High school diploma or equivalent or passing score on standard competency exam administered by Nutrition Director

PREFERRED QUALIFICATIONS

- ServSafe Certification (Handler or Manager)
- Previous experience in food service
- Previous experience in school food service

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to read, write and follow written and verbal directions
- Ability to do basic math computations (addition, subtraction, multiplication, division, fractions and decimals)
- Good Customer service skills
- Good Communication skills (written and oral)
- Ability to manage time productively
- Good organization skills with the ability to handle multiple tasks
- Ability to meet mental and physical demands of position
 - Frequent stooping, reading standing, walking lifting, pushing, climbing, crawling
 - Lift, carry, push/pull fifty (50) pounds on a frequent basis and heavier weight with assistance
 - Repetitive motions
 - Exposure to extremes of heat and cold
 - Maintain emotional control under stress
 - Ability to be regularly, predictably and reliably at work

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.