



# Mobile County PUBLIC SCHOOLS

## Job Description Title: CHILD NUTRITION PROGRAM (CNP) ASSISTANT

**SUPERVISED BY/REPORTS TO:** Cafeteria Manager and/or Principal and/or Child Nutrition Services Supervisor

**FSLA STATUS:** Non-Exempt

### **QUALIFICATIONS:**

- Good general health. Maintain professional dress and hygiene, suitable for food service work.
- High School diploma or equivalent preferred.
- Possess a valid Mobile County Food Handler's Card
- Ability to follow Child Nutrition Program guidelines and regulations.
- Ability to use technology as required to perform job responsibilities.
- Ability to be punctual and regular in attendance, reports all absences according to and in compliance with MCPSS Leave Policies.
- Ability to follow safety practices and procedures.
- Ability to use basic mathematics pertaining to recipe conversions, measurements and inventory, record-keeping and cashiering.

### **PHYSICAL REQUIREMENTS:**

*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.*

- Strength, stamina, agility, dexterity, and acuity, to perform job responsibilities safely and effectively.
- Ability to engage in prolonged standing, sitting, walking, stooping, kneeling, climbing, bending, turning, twisting, pushing, reaching, grasping, and lifting-up to 50 pounds. Ability to climb a stepstool or ladder and reach above shoulders.
- Drug, tobacco, and alcohol free while working.

### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Ability to follow written and oral directions and complete a task or tasks in a timely manner.
2. Ability to work effectively and respectfully with students, teachers, parents,

- co-workers and the general public.
3. Ability to work independently and to work as a group/team of co-workers.
  4. Operate kitchen equipment including mixer, slicer, dishwasher, warmer, ovens, and other equipment.
  5. Serves in job rotation or assist in any CNP activities as assigned including, but not limited to, cashier, server, backup, dish machine operator, food preparation, and clean-up of kitchen, dining area, storage areas, or work areas.
  6. May operate a computer and Point of Sale (POS) system if assigned by the. Accurately records payments into student and adult accounts.
  7. Maintains confidentiality regarding student and employee records, school/workplace matters.
  8. Ability to read and record temperatures.
  9. Assist in the preparation of a variety of main dishes and accompanying menu: items including sauces, soups, meats, vegetables, and fruits.
  10. Bakes a variety of bread and pastry items including rolls, muffins, cakes, cookies, and bread.
  11. Prepare and bake a variety of foods in large quantities and within established time constraints.
  12. Set up and breakdown food preparation lines and serving areas; assure proper stock levels are maintained at serving tables.
  13. Serves food in portions to students to meet mandated nutritional requirements.
  14. Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
  15. Clean and sanitize dishes, trays, pots, pans, utensils, grills, and other kitchen equipment. Clean work areas, kitchen, cafeteria facilities and empties garbage.
  16. Maintains and submits reports, records, and inventories in a timely and accurate manner. Rotates inventory as needed. Discards inventory according the system procedures.
  17. Adheres to school system rules, administrative procedures, local Board policies, and state, federal and local regulations. Demonstrates support for the school system and its goals and priorities.
  18. Ability to complete assigned work tasks with a positive attitude and demonstrate patience with students and staff.
  19. Attends required meetings, workshops, and training sessions as directed by the Cafeteria Manager or other supervisor.
  20. Perform duties required in the absence of the manager.
  21. Cell phones should not be used while in the kitchen or service areas. Cell phone use should be confined to breaks and the lunch time of the employee.
  22. Performs other duties similar to the above, in scope and function as required.
  23. Any other duties as assigned by the Cafeteria Manager, Principal or supervisor.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Work activities can occur inside and outside.
- The worker is subject to heat due to preparing and serving food from a hot stove or oven and placing in a heated serving line.
- The worker is subject to extremely cold conditions in placing items in or taking out items from the walk-in freezer.
- The worker is subject to noise in a school cafeteria coming from students, adult staff, and other cafeteria workers as they work.
- The worker is subject to various atmospheric conditions such as fumes, odors, mists, gases, and flowing air from fans and/or ventilation systems.
- Demands of workload may be stressful with frequent peak rush periods and timeline requirements that must be met.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Cafeteria Manager and/or the principal or his/her designee.

**TERMS OF EMPLOYMENT**

CNP Assistants work a 9-month (187 days) contract; The workday can be either: 3, 4, 6, 6.5, or 7 hours a day. Work hours for individual CNP Assistants are dependent on the number of meals served, usually from the previous school term. Daily work schedule will be determined by the Cafeteria Manager and/or the Principal or their designee and is subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

**SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.