

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

September 19, 2023

**The Autauga County Board of Education is now accepting applications for the position of:** 7- Hour Child Nutrition Program Workers at Various Schools

**Job Description:** Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

**Qualifications:** Please see the attached ACBOE job description for this position.

**Effective Date:** Following Board Approval

**Salary:** \$21,348 - \$22,003

**Contract Length:** 185 days (9 months)

**Application Information:** Go to [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500) to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** September 28, 2023 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

1 Attachment  
1. Job Description

## LUNCHROOM WORKER

JOB TITLE: Lunchroom Worker

RESPONSIBLE TO: Lunchroom Manager

### QUALIFICATIONS:

- High School Diploma or GED preferred
- Aptitude for successful performance of tasks listed

### DUTIES AND RESPONSIBILITIES:

- I. Food Preparation
  1. Know daily menu requirements.
  2. Follow recipes.
  3. Know when to begin food preparation.
  4. Know how to store prepared food before serving.
  5. Responsible for preparing assigned dishes.
  6. Responsible for following daily food preparation schedule.
- II. Food Storage
  1. Assure that food is stored at appropriate temperatures.
  2. Maintain a first-in, first-out procedure for moving food from storage.
  3. Maintain a record of food taken from storage.
- III. Serving Line Responsibilities
  1. Serve students and staff in a friendly manner.
  2. Serve only prescribed portions to all customers.
  3. Serve a neat and attractive tray.
  4. Protect food between serving periods.
- IV. Personal Responsibilities
  1. Maintain a high standard of personal hygiene.
  2. Follow assignments given by manager.
  3. Maintain a friendly attitude toward co-workers and customers.
  4. Complete work assignments on time.
  5. Report to work on time.
  6. Willingly accept duties assigned by manager.
  7. Follow dress code which consists of: clean pants/jeans and clean tops which can be a t-shirt or scrubs. No jewelry except for a plain wedding band. Proper footwear should be worn.
- V. Cleaning Responsibilities
  1. Maintain a clean work area.
  2. Assume dishroom assignments when given.
  3. Properly clean equipment, floors, storage areas, bathrooms, walls, furniture, and windows when assigned.
  4. Remove garbage and sanitize can.
  5. Keep mops clean and hung up.
- VI. Follow all local, state and federal requirements and procedures regarding the operation of a child feeding program. Follow all serv-safe procedures.

### JOB GOAL:

To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

SOURCE: Autauga County Board of Education, Prattville, Alabama  
ADOPTED: March 27, 1986; Revised November 30, 1999; Revised April 30, 2015

