

Job Title: School Nutrition – Kitchen Staff

FLSA Exemption Status: Non-Exempt

Term: 180 days

Minimum Qualifications:

1. High school diploma or equivalent preferred;
2. Must be able to read and write, to use simple arithmetic and to interpret and adjust recipes;
3. An initial physical examination is required; and
4. Meets health and physical requirements throughout the employment period.

Job Objectives/Goals:

To cheerfully prepare and serve tasty, attractive food in an efficient, clean manner and to know and follow all health and safety rules required by federal, state, and the Board of Education policies and administrative procedures.

Responsibilities and Essential Functions:

1. Attend in-service training, workshops, etc. for the purpose of gathering information required to perform job functions;
2. Clean linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions;
3. Evaluate prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff;
4. Inspect food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards;
5. Inventory food, condiments, and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements;
6. Assist in the accurate completion of a monthly physical inventory, daily production records, and in the preparation of other records as deemed necessary for the efficient operation of the program and auditing purposes;
7. Maintain equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of employing with current health standards;
8. Report immediately to the manager any problem or accident occurring in the kitchen or the cafeteria areas;
9. Maintain records and reports (e.g. counting and recording the amount of leftovers, number of opened cans, student lunch balances, collection and reconciliation of money, informing students of their lunch balances, etc.) for the purpose of keeping an accurate record of food used and student accounts;
10. Merchandise food and beverage items for the purpose of serving them to students and staff in an efficient manner;
11. Monitor kitchen and cafeteria areas (e.g. proper charging procedures for items taken, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment;
12. Oversee the preparation, cooking, and serving of food (e.g. regular food items, special diets, students with allergies, etc.) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs;
13. Perform functions of other nutritional service positions as requested by manager (e.g. cashiering, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations;

14. Prepare food and beverage items according to standardized recipes and established food preparation procedures (e.g. regular food items, deli sandwiches, baked goods, etc.) for the purpose of meeting mandated nutritional and projected meal requirements;
15. Receive food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements;
16. Receive, date and put away new stock on shelves ensuring that FIFO and all safe handling procedures are used;
17. Report needed supplies and equipment malfunctions for the purpose of notifying cafeteria manager of needed items and repair and/or replacement;
18. Maintain organization calculating and planning food supply and preparation needs for the following day;
19. Serve the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel;
20. May be responsible for collecting money during serving time, and reconciling cash with computer generated reports;
21. Maintain personal appearance and hygiene according to policy;
22. Attend work on a regular and predictable basis ; and
23. Perform related duties as assigned by the School Nutrition Manager on the daily work schedule.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of school nutrition staff workers
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
4. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
5. **Attendance:** A regular and dependable level of attendance is an essential function for this position.

Physical Demands:

Must be physically able to operate a variety of machines, tools, and equipment such as stoves, ovens, kettles, tilt skillets, steamers, slicers, food processors, knives, dishwashers, etc. Must be able to use body members to work, move or carry objects or materials. This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling, crouching and/or crawling
4. Reaching, handling and/or feeling
5. Talking and/or hearing
6. Seeing

Reports To: School Nutrition - Manager (school-level) and subsequently the School Nutrition - Director (system-level)

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.