

Durham Public Schools

Job Description

Child Nutrition Services

CNS Assistant

JOB TITLE: CNS Assistant

REPORTS TO: Child Nutrition Manager or Assistant Manager

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Classified, Non-Exempt

SUMMARY:

Assist in the preparation of all meals by applying all basic principles of food production and food safety; to know how to use and care for all food service equipment. Be accountable for all meal transactions, accurate meal counts, and food and supply items.

RESPONSIBILITIES & DUTIES:

1. Be accountable for all food leaving the serving line by accurately using computerized point of sale.
2. Know requirements of a federally reimbursable meal and be able to identify a meal on the line.
3. Be accountable for accurate exchange of monies, count money, and prepare money for deposit.
4. Know and follow collection procedure approved for the school.
5. Accurately complete cashier's sheet at the end of meal service with all transactions properly recorded.
6. Learn and apply quantity food preparation methods and procedures.
7. Read, interpret and follow standardized recipes.
8. Properly use and care for all equipment in Child Nutrition Program.
9. Follow Sanitation and Safety procedures.
10. Follow verbal and written work schedules and cleaning schedules as assigned by the Child Nutrition Manager and/or Assistant Manager.
11. Collect and prepare leftover food for storage.
12. Wash dishes, utensils, and kitchen equipment.
13. Clean bathroom, kitchen, serving, receiving and dining areas; this includes tables, serving lines, floors and loading dock.
14. Assist in any area in the Child Nutrition program as requested by his or her Assistant Manager or Manager.
15. Comply with policies and procedures state.
16. Communicate positively with school staff, students, parents, and visitors.
17. Perform all other assigned duties.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Position requires high school diploma or GED or comparable.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read and interpret detailed instructions, schedules, and recipes
2. Ability to quickly process financial transaction using mathematical knowledge.
3. Ability to learn food preparation skills on the job.
4. Ability to work independently in completing food preparation and cleaning tasks within assigned timeframe.

PHYSICAL REQUIREMENTS:

Assistant must be able to exert up to 25 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date