

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHILD NUTRITION ASSISTANT III SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical and semi-skilled work serving as a cashier and preparing meals and other food in a school cafeteria. Work involves operating a computer, collecting, counting and recording fees received for purchase of meals and other food products; inputting data and generating computer reports; and participating in preparation of meals and other food. Employee is also responsible for assisting in cleaning and janitorial tasks, and may assist in serving food as staffing and workload make appropriate. Reports to a Cafeteria Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Collects money at counter for purchase of meals and other food in a school cafeteria; calculates and provides customers with correct change; inputs data into computer to generate computer reports showing number and type of all meals and a la carte items served and money collected; maintains accurate student files in the computer data base.

Collects and records advanced payments for lunches and breakfasts, recording amount paid in accordance with established procedures to maintain accurate student files.

Counts money at end of day and prepares money and checks for deposit, and rolls loose coins; deposits money into cash box or bank deposit bag following established policies and procedures. Assists manager with preparation of bank deposit.

Records student meal charges and payment of charge balances, assists manager in collection of student charges according to established procedures and policies.

Assists manager in maintenance of accurate Free and Reduced meal rosters and in screening Free and Reduced applications according to established departmental screening procedures.

Assists students, parents, teachers and school staff with questions concerning meal program.

Prepares, cooks and serves meals, salads and a la-carte items, preparing entrees, vegetables and other side dishes according to standardized recipes; prepares meals for special diets according to recipes or other instructions provided.

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Unpacks and carries canned and fresh fruits, meats, and vegetables from storage to the food preparation area; transports breads, rolls, desserts, and other items from oven to specified areas; prepares juice, coffee, tea, etc., and carries them to specified areas; transfers food items from cooking utensils to serving lines.

Completes assigned reports including temperature logs. Follows HACCP and TILT procedures.

Cleans kitchen area and equipment and utensils to ensure that sanitation codes are maintained; washes pots, pans, and serving utensils by hand or by dishwashing machine, including adding detergent and sanitizing agent, and regulating temperature and water flow to thoroughly clean and sanitize pots and pans, serving and cooking utensils and silverware.

May perform various housekeeping duties in kitchen, such as sweeping and mopping floors; and in dining area such as wiping or washing tables, chairs or benches; carrying out garbage to dumpster, cleaning kitchen restroom, etc.

Must know how to and maintain proper sanitizer levels in all sanitizer sinks and containers.

Assists with putting up stock after deliveries. May be assigned to check in deliveries.

Assists in counting physical inventory.

Takes and records temperatures of foods and food holding equipment including but not limited to freezers, coolers and warming cabinets.

Attends workshops, classes, lectures, etc., as directed, to enhance and maintain knowledge of food services.

Employee must follow workplace safety procedures.

ADDITIONAL JOB FUNCTIONS

Performs light food preparation tasks such as washing fruits and vegetables, assembling and/or wrapping sandwiches, panning and re-heating food items, preparing tea, baking cookies, etc.

May deliver bank deposit to bank in manager's absence.

May assist with ordering food and supplies.

May serve food at serving line, as necessary, providing a la carte items as requested or meal plates; answers inquiries pertaining to food and meal eligibility.

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May open canned items, prepare condiment trays, fill drink cups, place milk in coolers, place ice cream in open freezers, etc., as directed.

Performs minor clerical support activities.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 2 years of experience in cash collection, computer data entry or the preparation of foods in an institutional setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of commercial kitchen equipment including ovens, steamers, fryers, braising pan, and all types of kitchen utensils and tools pertaining to food service, etc. Must be able to lift up to 50 pounds on occasion, exert up to 25 pounds of force regularly, or 10 pounds of force constantly to move objects. Must be able to stand for hours. Must be able to bend, twist, lift, stoop and reach overhead to perform assigned tasks. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Requires the ability to receive instructions, assignments or directions from superiors. Requires the ability to work cooperatively with coworkers to complete group tasks and to serve customers' needs.

Language Ability: Requires the ability to read and understand a variety of correspondence, menus, recipes, work schedule and food production sheets, etc. Requires the ability to speak to people with poise, voice control, self-control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to correctly utilize mathematical formulas; to add and subtract; multiply and divide, to work with fractions, utilize decimals and percentages and to complete their time sheet correctly.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using kitchen equipment. Requires the ability to use two hands simultaneously to pan food items and otherwise increase work speed.

Manual Dexterity: Requires the ability to handle a variety of items such as kitchen equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Must be courteous and respectful of coworkers and customers.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Employees should wear all prescription glasses and hearing aids when necessary to perform work assignments in a safe atmosphere.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to quickly learn USDA meal pattern requirements and to identify student food choices which meet the requirements for a reimbursable meal.

General knowledge of the use of a personal computer and printer to process, record and transmit data.

Some knowledge of food preparation and standards of sanitation and food safety, TILT and HACCP procedures.

Some knowledge of how to operate and clean kitchen equipment.

Ability to use a computer quickly and precisely.

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Ability to follow established policies and procedures.

Ability to read and follow standardized recipes and instructions to prepare simple school food items.

Ability to comprehend written and verbal correspondence and to respond appropriately.

Ability to respond to inquiries regarding food content and meal component eligibility.

Ability to select and organize materials needed to perform tasks and to return supplies and materials to the proper storage places.

Ability to properly clean and sanitize kitchen area, equipment and utensils.

Ability to perform basic bookkeeping tasks.

Ability to calculate correct change for a monetary transaction.

Ability to maintain basic records and logs and to create simple, accurate reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to communicate in a pleasant, positive manner with students, staff, parents, and coworkers.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner. Ability to read and follow written work schedule.

Ability to exercise independent judgment and to use initiative to resolve problems and make improvements in the cafeteria operation.

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 to this job.