

**BEREA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **HOURLY NUTRITIONAL WORKER**

**File 414**

**Reports to:** Supervisor of Nutrition Services

**Job Objective:** Performs duties that support the effective delivery of quality nutrition services.

**Minimum Qualifications:**

- High school diploma.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Commitment to keep current with skills essential to the objectives of the position.
- Ability to interact comfortably and confidently with the public.
- Ability to prepare standardized recipes using commercial kitchen equipment.
- Ability to comply with nutrition, health, and safety laws/regulations.
- Ability to accurately measure, weigh, and adjust recipe ingredients.
- Ability to provide cashier serves.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks assignments. Carefully follows directions. Seeks clarification when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Carefully uses products and supplies to control costs and reduce waste. Records food usage on production records. Advises the manager about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Prepares/cooks food as directed. Complies with district specifications and mandated nutrition service regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.).
- Assists other staff as needed to deal with unexpected or urgent situations.
- Sets up serving lines. Serves customers. Replenishes supplies. Substitute menu items as needed.
- Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.
- Accounts for all breakfasts and lunches.
- Follows established sanitization procedures to properly wash dishes.
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
- Stores leftover food, kitchen supplies, and equipment. Secures storage areas as directed.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
- Helps prepare for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears required work uniform.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.

- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.