

**BOGALUSA CITY SCHOOL DISTRICT  
Department of Human Resources  
JOB DESCRIPTION**

<b>TITLE</b>	<b>Child Nutrition Programs Technician (FLSA Non-Exempt)</b>
<b>REPORTS TO</b>	Principal
<b>TERMS OF EMPLOYMENT</b>	Nine months. Salary and work year to be established by the Superintendent.

**MINIMUM QUALIFICATIONS:**

- United States citizen or authorized alien
- High School Diploma or equivalent and/or other requirements as the Board may deem appropriate
- Sufficient ability to follow written instructions, interpret recipes and necessary printed materials
- Minimum of at least one (1) year of experience in a Child Nutrition Program
- Physical and mental stamina and ability to perform job functions, tasks and duties

**OVERVIEW OF THE POSITION:** To assist with primary responsibilities for the total Child Nutrition Programs operation at the school site assigned.

**PERFORMANCE RESPONSIBILITIES:**

1. Understands and executes Bogalusa City School District's policies and procedures.
2. Understands and uses standardized recipes.
3. Completes food preparation, service and cleaning.
4. Uses proper portion control techniques.
5. Maintains equipment and facilities.
6. Maintains adequate records.
7. Maintains high standards of health, sanitation and safety.
8. Cooperates with school officials and parents.
9. Reports to the CNP Supervisor all appropriate matters relating directly to the total operation of the Federal Child Nutrition Program(s) at the school(s) assigned.
10. Performs other duties delegated by CNP Manager as the program may dictate.

- 11. Is cooperative, tactful, patient, impartial, punctual, motivated, knowledgeable, and pleasant.**
- 12. Communicates effectively and works well with others and accepts constructive criticism.**
- 13. Maintains a neat and well-groomed appearance.**
- 14. Possesses knowledge of basic food preparation principles.**
- 15. Is skilled in quantity food preparation and service techniques and in the operation of various food services equipment.**
- 16. Is skilled in the use of basic arithmetic functions.**
- 17. While performing the duties of this job the employee occasionally required to stand and walk up to 6.5 per day; and to use hands to finger, handle, feel, and/or grasp objects, tools, or controls.**
- 18. The employee will occasionally have to transfer from a sitting position to a standing position. The employee will also occasionally have you reach with hands and arms to bend; to balance; to stoop; and to talk and hear on a conversational level.**
- 19. While performing the duties of this job the employee must be able to lift and carry 25 pounds alone.**
- 20. Must be able to lift and carry 100 pounds with assistance.**
- 21. Must be able to stand or walk up to 7.5 hours a day.**
- 22. Must be able to push and pull on heavy equipment such as food carts, equipment on casters, etc.**
- 23. Must be able to reach, stoop, bend, twist, and stretch without any restrictions.**
- 24. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.**

- 25. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- 26. The noise level in the work environment is usually minimal while performing duties inside the school building, however some activities will produce a higher degree of noise in relation to the duty being performed (power equipment).
- 27. Complies with all school opening and COVID-19 policies and procedures including, but not limited to, those governing facial coverings, food service, hygiene, cleaning, student monitoring, transportation, etc.
- 28. Performs other related duties as requested by the Superintendent.

*While the operation of the Bogalusa City School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**SALARY SCHEDULE:** See salary schedule as established by the Bogalusa City School Board.

**EVALUATION:** Shall be evaluated in accordance with the provisions of the Bogalusa City Schools' Personnel Evaluation Plan.

**This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the position may require other essential and/or non-essential functions as assigned by the Superintendent.**

**REVIEWED AND AGREED TO BY**

**Signature of Evaluatee**

**\*\*My signature acknowledges that I hereby accept the job description as the job duties that are expected of me.**

**Printed Name of Evaluatee**

**Date**