

**Butts County School System
Position Description**

School Nutrition Program Assistant

DEPARTMENT: Schools
REPORTS TO: School Nutrition Manager
SALARY SCHEDULE: SNP
PAY GRADE: Step/Hours

FLSA STATUS: Non-Exempt
WORK DAYS: 184 days
DAILY HOURS: 2 to 8 Hrs.
APPROVED (HR): 7/1/2009
REVISED (HR):

SUMMARY: Prepares and serves nutritional meals for recipients of Butts County School System’s (BCSS) school nutrition program and assists with daily cleaning of food service area.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS:

The incumbent must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures. The incumbent must meet all Health Department regulations.

PERFORMANCE FUNCTIONS	ESTIMATED FREQUENCY
ESSENTIAL FUNCTIONS (Other Professional Duties May Be Assigned)	
Prepares and serves nutritious, quality breakfast, lunch and after-school snacks for BCSS students and staff	80%
Implements sanitation and safety procedures in receiving, preparing, storing and serving food	15%
Cleans equipment; maintains cleanliness of work area	5%
SECONDARY FUNCTIONS (Other Professional Duties May Be Assigned)	

KNOWLEDGE, SKILLS & ABILITIES:

May require:

Knowledge of nutrition; food handling; preparation; service and sanitation; and all related and established policies and procedures

Skill in oral and interpersonal communications; inventorying and ordering food service supplies; identifying equipment problems and furthering service requests

Ability to establish and/or implement sanitary practices for food handling; general cleanliness; and maintenance of kitchen and dining areas; read and follow directions; lift at least 30 lbs.; meet all safety regulations; and stand for periods of three (3) hours without breaks

EDUCATION AND/OR EXPERIENCE:

High school diploma GED equivalent preferred.

Minimum of one (1) year experience in institutional food service preparation preferred.

CERTIFICATES, LICENSES, PERMITS:

Orientation for Nutrition Employees training must be successfully completed in accordance with Georgia Department of Education requirements. Attendance at yearly training sessions is required.

PERFORMANCE FACTORS:

Light to Medium Work: Exerting up to 30 pounds of force occasionally, and/or up to 15 to 10 pounds of force frequently to move objects.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.