



JOB DESCRIPTION

Support Staff - Nutrition Services

GENERAL INFORMATION

Title:	Support Staff	Union Status:	Non-Exempt/Exempt
Department:	Nutrition Services	Work Year:	182 Days
Location:	Various Locations	Reports To:	Site Lead -Elementary Site Manager-Junior High
ISBE Classification/Code:	503	Evaluation:	Director Nutrition Services or Designee
FLSA Status:	Non-Exempt	Supervisory Responsibilities:	None

GENERAL RESPONSIBILITIES:

Assists in the preparation and service of food. Duties include washing and sanitizing Kitchen equipment and utensils, collecting money, maintaining complete and accurate student lunch records/accounts and working with Nutrition Coordinator/Site Manager to ensure accountability in accordance with the school district's policies, procedures and methods as established by the administration of the Department of Nutrition Services.

ESSENTIAL FUNCTIONS:

- Utilize Point of Sale Software for daily transactions
- Assists with supplying cafeteria lines with food items and utensils, food production, portioning and serving to meet state/federal and HACCP guidelines
- Set up and replenish food and beverage items on serving line
- Handle all food products properly to ensure safety according to health department guidelines
- Keep required equipment and facility clean using daily and weekly procedures
- Maintain high standards of sanitation
- Accountability of funds collected
- Inventory left overs on a daily basis
- Maintain confidentiality of free and reduced eligible students
- Know and understand components of the National School Lunch Program (NSLP) and it's rules and regulations to ensure full compliance
- Maintain appropriate inventories of items to sell
- Order products as needed
- Other duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Computer literacy preferred
- Possess good judgment, trustworthiness, and flexibility
- Excellent communication and interpersonal skills
- Ability to work cooperatively with all stakeholders and with a diverse population
- Ability to work under conditions of a school lunch period which involves interruptions, noise, and potential emergencies
- Ability to count drawer accurately

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- High School Diploma or equivalent



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- Related food service experience a plus
- Certified Food Protection Manager Certification (CFPM) preferred
- Food Handler training required - provided by District on an annual basis

PHYSICAL DEMANDS and WORK ENVIRONMENT:

While performing the duties of the job, the employee is occasionally required to sit; use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

In the work environment, the employee is regularly exposed to video display and regularly works in a school cafeteria environment, including walk-in cooler and freezer. The employee is occasionally exposed to outdoor weather conditions and occasionally works with the use of a personal/district vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised:

July, 2022

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.