

DeKalb County School District

Position Specification

Title: Assistant, School Nutrition

DIVISION: School-Based

GRADE: 103

DEPARTMENT: School-Based

WORK DAYS: 185

REPORTS TO: Manager, School Nutrition

FLSA STATUS: Non-Exempt

RETIREMENT: Public School Employee Retirement

APPROVED (HCM): May 1, 2020

General Statement of Job

Under direct supervision, prepares meals for recipients of DeKalb County School District's (DCSD) school nutrition program and assists with daily cleaning of food service area.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none">• Prepares and serves breakfast, lunch and after-school snacks for DCSD students and staff
<ul style="list-style-type: none">• Works with managers to ensure the meal management is accurate
<ul style="list-style-type: none">• Implements sanitation and safety procedures in receiving, preparing, storing and serving food
<ul style="list-style-type: none">• Cleans equipment; maintains cleanliness of work area
<ul style="list-style-type: none">• Serves as cashier; enters cash and check deposits from meal purchases into the system; calculates total payments received during shift and reconciles with total sales
<ul style="list-style-type: none">• Communicates with students and parents about lunch accounts
<ul style="list-style-type: none">• Performs other duties as assigned

Education and/or Experience

High school diploma or GED equivalent required.

Minimum one (1) year of closely related experience is preferred. Experience in institutional food service is preferred.

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Certificates, Licenses, Permits: DeKalb County School System Nutrition Credential must be obtained within one year of employment and must be valid throughout duration of employment [Renewal every three (3) years]. Orientation for Nutrition Employees training must be successfully completed in accordance with Georgia Department of Education requirements.

Knowledge, Skills & Abilities

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.

ADA Requirements:

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.

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Performance Factors:

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.

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