

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Nutrition Services Worker	Department: Nutrition Services
Reports to: Building Principal Director of Nutrition Services	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-1	Bargaining/Work Unit: Nutrition Services
Tier/Lane: FS01	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

To serve students and staff attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Participates in food Preparation, Serving of Meals and Organizing Food Serving Lines.</i>
Percent of Time:	50%	

Tasks involved in fulfilling above duty/responsibility:

- Follows supervisor's instructions in producing, portioning, and serving food
- Organizes food in attractive manner for presentation and fast service
- Serves correct portions of food to students and staff in a friendly manner
- Ensures that during meal service periods the supply of food offered is replenished

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Provide Quality Service in Proper Washing and Sanitizing of Food Preparation Areas</i>
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- Conducts maintenance and upkeep of dishwashing equipment
- Cleans and sanitizes kitchen and service work areas daily utilizing USDA, federal, state and local sanitary guidelines
- Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designed by the supervisor

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Inventory Control</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Takes physical count of food products on hand and verifies count with supervisor
- Counts and sorts miscellaneous items, (i.e. utensils, pots, pans, paper products, etc.)
- Marks identifying information on items (dates, etc.)
- Maintains storeroom, coolers and freezers in orderly manner

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>Receive and Disburse Funds for School Lunch Program</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Records all school lunch monetary transactions
- Checks and verifies lunch information
- Completes bank deposits from school lunch program
- Maintains accurate records

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to learn safety and sanitation regulations
- Organizational skills
- Ability to follow directions
- Ability to read labels
- Presents a good appearance (is neat and well groomed)
- Regular attendance and personal dependability
- Ability to learn quantity food preparation/cooking method.
- Ability to learn health and safety policies
- Identifies and uses various pieces of small and large kitchen equipment
- Attention to detail (reads and follows directions)
- Understands weights and measures of for distribution of appropriate portions
- Time management skills
- Ability to multi-task
- Basic inventory (math) skills
- Conduct self with honesty and integrity, while maintaining confidentiality in all situations
- Problem solving
- Basic computer skills
- Accuracy
- Positive attitude and good public relations skills with students, staff and supervisors
- Flexibility
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or equivalent
- School Nutrition Association Certifications preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Training is provided on the job

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	F		
Sitting	N	Up to 50 pounds	O		O
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	O
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme cold (non-weather)	O
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	O
Stretching/reaching with hands & Arms	C	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	F			Sight	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Traveling by automobile	N			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.