



## SCHOOL NUTRITION SUBSTITUTE

### QUALIFICATIONS:

- High school diploma or equivalent
- Ability to read, write, perform basic math calculations, and speak English and to understand directions in English, both written and oral
- Ability to work on multiple tasks
- Physical ability to perform duties assigned at sufficient speed and ability to do moderately heavy work and stand on hard floors for long periods
- Ability to learn and perform jobs assigned
- Demonstrated ability to communicate with students, teachers, parents, administrators, as well as other food service personnel
- Previous food service work experience and/or Sanitation Certificate preferred

### REPORTS TO:

- Cafeteria Manager

### JOB SUMMARY:

- Under direct supervision of the Cafeteria Manager, this position performs assigned functions in food preparation, service; clean up and/or cashiering while fostering a positive working environment.
- FLSA Status: Non-exempt

### PERFORMANCE RESPONSIBILITIES:

1. Perform assignments as directed by supervisor or department head (SN Worker II)
2. Follow work schedules and standardized recipes
3. Prepare and serve foods in correct portions in accordance with standardized recipes and production notes
4. Report to work on time and ready to work
5. Communicate with supervisor and colleagues in appropriate manner
6. Complete assignments in a timely fashion, using effective time and motion techniques
7. Able to lift or carry 50 pounds
8. Able to bend, stoop and reach above shoulder level
9. Operate kitchen equipment daily
10. Able to climb ladders, stairs and ramps
11. Able to walk frequently and stand continuously
12. Count money correctly and balance drawer daily when cashiering
13. Display customer service skills by responding and interacting pleasantly to students, staff and parents
14. Supports a cooperative team environment
15. Foster good public relations and actively promote and market the school lunch and breakfast programs
16. Comply with all School Board policies, State and Federal regulations governing the National School Breakfast and Lunch Program, and Food Service Employees Handbook
17. Follow rules relating to safety, sanitation, and personal hygiene as outlined by the Food Safety Program/HACCP procedures/protocols.
18. Maintain cleanliness of work area and support an aesthetically pleasing cafeteria environment for students and staff
19. Perform related duties as assigned, including alternative positions and locations requested by supervisor
20. Attend mandatory department meetings/in-services
21. Completes at least 4-6 hours of annual continuing education/training (will depend on weekly hours)

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.