

FAYETTE COUNTY PUBLIC SCHOOLS

School Nutrition Program Assistant Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School
REPORTS TO:	School Nutrition Program Manager
SALARY SCHEDULE	Classified Salary Schedule
PAY GRADE:	SNP1 (183 days) SNP1A (176 days)

FLSA STATUS:	Non-Exempt
WORK CALENDAR:	183 Days 176 Days (HS only) 6 Hr/Day
APPROVED (Board):	January 2006
REVISED:	November 2023; September 2023; September 2022; July 2022; December 2021; February 2018; May 2013

SUMMARY: Under the supervision of the school nutrition manager, assist with daily food preparations, cleaning and service

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Prepare, cook, serve, store, and label food in accordance with accepted institutional procedures under the supervision of the school nutrition manager
3. Follow both written and verbal instructions related to the daily production schedule, menus and standardized recipes for food preparation
4. Adhere to federal, state, and local policies, procedures, regulations and personnel standards
5. Follow department standards of conduct, grooming, personal hygiene and dress
6. Follow all HACCP and sanitation procedures/regulations and keep work areas neat and clean
7. Take and record temperatures as assigned
8. Use appropriate utensils and gloves when preparing and serving food items
9. Wash, sanitize, and store all kitchen utensils. Scrub counters and floors daily
10. Operate and clean kitchen equipment and serve carts daily. Report repairs needed to the manager
11. Keep records of foods utilized, left-over, and disposed of daily
12. Collect money, make change and verify meals served, items sold and cash received daily, when assigned
13. Assist in promoting good public relations with all stakeholders and adheres to FCBOE civility policy
14. Support activities that complement the total educational process of the school
15. Attend all state and locally required training sessions
16. Serve as cashier as needed
17. Complete Nutrition Education activities to support student achievement
18. May be required to work at other schools as program needs change
19. Operate the dish room, if needed
20. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

- Ability to read and write and apply basic math skills
- Excellent communication skills
- Must be able to meet physical demands of the position which includes lifting a minimum of 40 pounds

PHYSICAL DEMANDS:

Physical demands of this position could include, but may not be limited to, the following:

- Walk and stand on concrete and tile floors for long periods of time
- Using hands, stooping, kneeling, bending, reaching
- Using all senses (listening, smelling, tasting, feeling, seeing)
- Able to tolerate extreme temperatures in work areas; 100 degrees or below 0 degrees
- Lifting and/or moving objects of varying weights including some in excess of 40 pounds
- Lift with the use of a ladder in high places; lift heavy items from a stooping position
- Use hands in hot water and chemicals approved for use in the program
- Will be directly exposed to detergents, sanitizers, and other chemicals as described in the SDS manual for extended periods of time
- Maintain storage room, cooler, and freezer in an orderly manner which includes ability to put up stock, climb ladders if needed, and lifting 40 pounds; taking inventory and putting away deliveries

PREFERRED QUALIFICATIONS:

- High School diploma or state approved high school equivalent
- Previous public school food service or institutional experience
- Experience with federal and state meal patterns, standards of food preparation, sanitation, HACCP food safety system, portion control, serving procedures and record keeping
- ServSafe Certification

ADDITIONAL REQUIREMENTS:

- Must successfully complete Orientation for Nutrition Employees (O.N.E.) training in accordance with the Georgia Department of Education requirements and Fayette County Board of Education within one (1) year of employment
- Must successfully complete required Georgia Department of Education Training-in-Depth (2-4) courses within eight (8) years of employment
- ServSafe Certification must be obtained within one (1) year of employment and renewed throughout duration of employment

REQUIRED DUTIES & RESPONSIBILITIES:

Employee 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. Employees are expected to attend all required meetings as approved by the supervisor. Employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies and administrative regulations and school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.