



# Gaston County Schools

## School Nutrition Substitute

### Definition

Under general supervision, performs manual labor serving meals and other food, and assisting in meal setup and cleanup tasks in a school cafeteria. Work involves serving meals or a la carte items at a serving line and participating in various cleanup activities. Employee also performs some routine tasks to assist in food preparation and record keeping. A substitute is an on-call position.

### Duties and Responsibilities

- Follows written and/or oral instructions provided by Cafeteria Managers and Leads.
- Operates food service equipment, serves customers, provides cleaning and sanitation.
- Practices sound personal sanitation and safety.
- Prepares, cooks and serves meals, salads and la-carte items, preparing entrees, vegetables and other side dishes according to standardized recipes.
- Serves food at serving line, as necessary, providing a la carte items as requested or meal plates; answers inquiries pertaining to food and meal content.
- Places food, condiments and supplies on serving lines; monitors serving lines to ensure they are clean and communicates with coworkers to ensure lines are kept well supplied during serving.
- Unpacks and carries canned and fresh fruits, meats, and vegetables from storage to the food preparation area; transports breads, rolls, desserts, and other items from oven to specified areas; prepares juice, coffee, tea, etc., and carries them to specified areas; transfers food items from cooking equipment to serving lines.
- May assist with putting up delivery stock in appropriate storage areas.
- May assist with wrapping and putting away food and supplies at the end of serving time.
- Cleans kitchen area and equipment and utensils to ensure that sanitation codes are maintained; washes pots, pans, and serving utensils by hand or by dishwashing machine, including adding detergent and sanitizing agent, and regulating temperature and water flow to thoroughly clean and sanitize pots and pans, serving and cooking utensils and silverware.
- Assists in cleaning kitchen area, equipment and utensils to ensure that sanitation codes are maintained; may perform various housekeeping or janitorial duties in kitchen, such as sweeping and mopping floors; and in dining area, such as wiping or washing tables, chairs or benches.
- May count physical inventory.
- Performs other related duties assigned by the Cafeteria Manager.

### Additional Duties and Responsibilities

- Performs minor clerical support activities.
- Performs other related work as required.

### Minimum Training and Experience

- High school diploma or equivalent preferred.
- Some food service experience preferred.
- Customer Service and Custodial experience may be considered.

### Physical Requirements

- Must be physically able to operate a variety of machinery and equipment including ovens, steamers, fryers, braising pan, mops, and all types of kitchen utensils and tools pertaining to food service, etc.



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- Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Physical demand requirements usually requires walking or standing to a significant degree.
- Must have minimal levels of eye/hand/foot coordination.

### Knowledge, Skills and Abilities

- Some knowledge of food preparation and standards of sanitation and safety.
- Some knowledge of how to operate and clean kitchen equipment.
- Ability to quickly learn USDA meal pattern requirements and to identify student food choices that meet the requirements for a reimbursable meal.
- Ability to follow established policies and procedures.
- Ability to read and follow standardized recipes and instructions to prepare simple school food items.
- Ability to comprehend written and verbal correspondence and to respond appropriately.
- Ability to respond to inquiries regarding food content.
- Ability to select and organize materials needed to perform tasks and to return supplies and materials to the proper storage places.
- Ability to properly clean and sanitize kitchen area, equipment and utensils.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate in a pleasant, positive manner with students, staff, parents, and coworkers.
- Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.
- Ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Ability to speak and/or signal people to convey or exchange information in a pleasant, non-threatening voice. Includes receiving instructions, assignments or directions from supervisors.
- Ability to read a variety of correspondences, menus, etc.
- Ability to speak to people with poise, voice control and confidence.
- Ability to apply understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
- Ability to inspect items for proper length, width and shape.
- Ability to coordinate hands and eyes rapidly and accurately in using kitchen equipment and computer.
- Ability to handle a variety of items such as a calculator and kitchen equipment.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.
- Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a



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comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

***If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.***

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### **HOW TO APPLY:**

Inside and Outside Applicants:

**Visit Gaston County Schools' website at [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)**

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application
  - Upload cover letter to application
  - Upload current résumé to application

**The following documents must be uploaded to online application, if outside applicant:**

- Verification of highest level of education
- Three completed current Classified Reference Surveys (from non Gaston County Schools employees and not from family members) in Applitrack application or three dated, current letters of recommendation (must be less than one year old) or a combination of the two
- Copy of last employment evaluation

**Qualified inside and outside applicants should mail cover letter and résumé to:**

School Nutrition Department  
Gaston County Schools  
500 Reid Street  
Lowell NC 28098