

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHILD NUTRITION ASSISTANT SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled, manual and sometimes clerical work preparing and serving meals and other food in a school cafeteria. Employee may serve as a journey level cook preparing casserole types of menu items from recipes; may perform routine tasks such as washing fresh fruits/vegetables, opening canned fruits to portion, assembling salads, serving customers; and/or cashiering/imputing data to generate serving reports. Work involves various facets of the food preparation and serving process. Employee must read recipes, production sheets and work schedules to interpret how much food to prepare and meet schedule, document foods prepared and coordinate activities to meet production schedule. Work may involve operating a computer, collecting, counting and recording money and service of meals and/or other food items. Employee is also responsible for putting away food/stock items, recording food temperatures and cleaning tasks to ensure safety of food produced and served daily. Reports to a Cafeteria Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Cross trained to work as a Cashier, Cook, and Server. The daily assignment can change at the manager's discretion based on the needs of the business.

Prepares, cooks, and serves meals; preparing entrees, vegetables, and other side dishes according to standardized recipes; prepares meals for special diets according to recipes or other instructions provided.

Uses batch cooking methods and replenishes the warming cabinets and/or serving line(s) to maintain properly cooked food items during the serving period.

May serve food at serving time, providing complete meal plates or a la carte items as requested, answering inquiries pertaining to food and meal items and using excellent customer service.

May serve as cashier during breakfast or lunch serving period. Collects money for purchase of meals and other foods in cafeteria, kiosk or other remote site; calculates and provides customers with correct change; inputs data into computer to generate reports showing number and type of all meals and a la carte items served and money collected; maintains accurate student files in the computer database.

Collects and records advanced payments for lunches and breakfasts, recording amount paid in accordance with established procedures to maintain accurate student files. Counts money at end of meal service and prepares money and checks for deposit, rolls loose coins, follows established policies

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and procedures for receiving, counting, and recordkeeping. May assist the manager with preparation of deposit and may deliver or secure bank deposit in manager's absence.

Reviews menu and production records daily; looking ahead to ensure needed ingredients are available, suggests menu substitutions as necessary, and organizes personal work schedule to meet serving schedule, completes production records at the end of shift.

Assists manager in ordering the correct quantity of foods, maintaining the cleanliness and organization of food storage areas, dating and putting up delivery stock weighing 50 pounds or less into proper storage space, and counting monthly physical inventory.

Prepares, peels, washes and portions fresh fruits and vegetables, assembles salads, wraps sandwiches, pans food items, bakes cookies, assembles items for meal service at future times and/or locations such as prepping breakfast items for BIC service tomorrow or FF&V later the same day.

May open canned items, unpacks and carries canned fresh fruits and vegetables, and frozen processed meats from storage to the food preparation area; transports breads, rolls, desserts, and other items to specified areas; transfers food items from cooking equipment to serving lines.

Sets up serving line with appropriate condiments and paper products, monitors serving lines to ensure they are clean and communicates with coworkers to ensure serving lines are kept well supplied during meal service times, prepare condiment trays, fill drink cups, place milk in coolers, place ice cream in open freezers or replenish any other items as needed.

Records student meal charges and payment of charge balances; assists in collection of student charges according to established procedures and policies. Assists in maintenance of accurate Free and Reduced meal rosters and in screening Free and Reduced applications according to established procedures and policies as directed by manager.

Cleans kitchen area, equipment, and utensils to ensure that sanitation codes are maintained; washes pots, pans, and serving utensils, including adding detergent and sanitizing agent, and regulating temperature and water flow to thoroughly clean and sanitize pots, pans, and cooking and serving utensils.

Assists with wrapping, recording, labeling, dating and putting away food at end of serving time; records leftovers in addition to maintaining accurate records of foods used, produced, and served on food production record.

Performs various housekeeping duties in kitchen such as washing pots/pans, sweeping and mopping, walls, high dusting, floor drains, loading dock; carrying out bags of garbage and placing in dumpster. May also assist with wiping or washing tables, chairs, or benches in dining room.

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Follows HACCP and TPHC procedures. Takes and records temperatures of foods and food holding equipment including but not limited to freezers, coolers and warming cabinets.

Must know how to make and maintain proper sanitizer levels in all sanitizer sinks and containers.

Must follow workplace safety procedures including the use of safety and personal protective equipment.

Receives training on the time management system and required to demonstrate knowledge of the proper use of the system daily.

May serve as the Person in Charge (PIC) if the manager is not in the facility. The purpose of the PIC is to be the lead person responsible for the safe production, service and overall handling of all matters related to food. The PIC will be the point person if the Health Department or other public entities visit the school for the purpose of inspections.

ADDITIONAL JOB FUNCTIONS

May function as cook, cashier, server or helper. Should be prepared to answer questions regarding ingredients that address food allergies or meal components eligibility, food items as they count toward a reimbursable meal and/or pricing of a la carte items.

Assists manager with ordering food and supplies by notifying manager of items needed as supply diminishes.

Attends workshops, classes, lectures, etc., as directed and completes Vector Training (or District Equivalent), to enhance and maintain knowledge of food services.

Employees should be willing to stay late or make reasonable efforts to adjust their schedule in the event of a late truck or delivery, as part of supporting team operations.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

A High School Diploma or GED preferred and 1 to 2 years of experience in the preparation of foods in an institutional setting or childcare; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Must be courteous and respectful of coworkers and customers.

Physical Communication: Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Employees should wear all prescription glasses and hearing aids when necessary to perform work assignments in a safe atmosphere. Store and take prescribed medication appropriately.

Physical Requirements: Must be physically able to operate a variety of commercial equipment including ovens, steamers, combi ovens, braising pans, and all types of kitchen utensils and tools pertaining to food service, etc. Must be able to lift up to 50 pounds on occasion, exert up to 25 pounds of force regularly, or 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Must be able to stand for hours. Must be able to bend, twist, lift, stoop, reach overhead to perform assigned tasks.

Data Conception: Requires the 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.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Requires the ability to receive instructions, assignments or directions from superiors. Requires the ability to work cooperatively with coworkers to complete group tasks and to serve customer needs.

Language Ability: Requires the ability to read and understand a variety of correspondence, menus, recipes, work schedule and productions sheets, etc. Requires the ability to prepare simple reports, logs, and lists. Requires the ability to speak to people with poise, voice control, self-control and confidence.

Intelligence: Requires the ability to apply common sense 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.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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Numerical Aptitude: Requires the ability to correctly utilize mathematical formulas while following standardized recipes; to add and subtract; multiply and divide; to work with fractions, utilize decimals and percentages, and to complete their time sheet correctly.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using kitchen equipment. Requires the ability to use two hands simultaneously to pan food items and otherwise increase work speed.

Manual Dexterity: Requires the ability to handle a variety of items such as kitchen equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate in a pleasant, positive manner with students, staff, parents, and coworkers.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to read, understand, and follow written work schedules, standardized recipes and written instructions written in English language.

Ability to set priorities and allocate time so that tasks are completed, and deadlines are met in a timely manner. Ability to properly clean and sanitize kitchen area, equipment, and utensils.

General knowledge of food preparation, standards of sanitation and safety, TPHC, HACCP procedures, and completing basic records such as temperature logs and production sheets.

General knowledge of proper storage methods for various foods, supplies, and equipment and how to operate and clean kitchen equipment.

Ability to learn USDA meal pattern and to respond to inquiries regarding food content particularly as it relates to meal pattern and food allergies and to recognize meal components for meal eligibility

Ability to calculate recipe extensions, foods needed and used, ability to calculate correct change for a monetary transaction.

Ability to record time worked using a computerized time management system and how to use a computer quickly and precisely.

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Ability to exercise independent judgment and to use initiative to resolve problems and make improvements in the cafeteria operation.

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