



## ***Jefferson Davis Parish Schools***

### **Job Description**

**Revised 2024**

### **CHILD NUTRITION TECHNICIAN**

**Position:** Child Nutrition Technician

**REPORTS TO:** Principal, Cafeteria Manager

**TERMS OF EMPLOYMENT:** terms of employment are 9 months

**SALARY RANGE:** Salary in accordance with the approved Jefferson Davis Parish Salary Schedule.

**QUALIFICATIONS:** Must demonstrate an aptitude or competence to perform assigned responsibilities; High School diploma or GED certificate, Must have the ability to work together in group settings, to share equipment and supplies, respond positively to supervision, and accept suggestions for improvement.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**JOB GOAL:** Assume responsibility for preparing meals in the school cafeteria. Adheres to all performance responsibilities assisting in the operations of the Child Nutrition Department.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Jefferson Davis Parish Board Policy GBI-Evaluation.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Give and receive information;
2. Understand and interpret written and verbal instructions;
3. Determine when an independent decision can be made;
4. Follow all policies and procedures;
5. Use and clean equipment;
6. Practice regular equipment maintenance;
7. Use standardized recipes;
8. Prepare meals using correct food preparation techniques;
9. Check food quality during preparation;
10. Promote the Child Nutrition Program in students, faculty, administrators, and others;
11. Store deliveries;
12. Remove garbage and trash from cafeteria;
13. Use safe working procedures, corrects and/or reports unsafe working conditions;
14. Adhere to established personal hygiene techniques;
15. Use acceptable sanitation techniques in food handling;
16. Use established sanitation techniques for cleaning the facility;
17. Serve correct portions and report amounts of foods used and leftovers;

18. Maintain correct holding temperatures of food;
19. Rotate on job assignments in a positive manner;
20. Be accurate in counting and recording;
21. Demonstrate team work by willingly assisting coworkers when assigned tasks are completed;
22. Maintain self-control over emotions while in the workplace;
23. Listen and readily accept constructive criticism;
24. Be loyal to your school and all administration;
25. Ability to understand and interpret written and oral instructions from the Manager;
26. Complete simple math problems;
27. Do simple data entry and exchange of currency, if needed;
28. Follow recipe instructions;
29. Accurate in weights and measures;
30. Complete any other related duties as assigned by the Manager

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with a computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and carry cans, bowls, pans, cases up to 25 pounds unassisted;
- Ability to lift cans, bowls, pans, cases up to 50 pounds with assistance;

- Ability to stand or walk up to 6.5 hours per day;
- Ability to push and/or pull equipment such as food carts and mop buckets;
- Ability to reach above head when placing pans in ovens, refrigerator, and in the storeroom and when cleaning overhead equipment;
- Ability to sweep and mop floors;
- Ability to forward bend or squat when lifting bowls, pans., and/or cases or when using mop wringers or dustpans;

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The Jefferson Davis Parish School Board reserves the right to revise the job description at any time.**

**If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.**

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

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Printed Name of Evaluatee

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Printed Name of Evaluator

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Signature of Evaluatee

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Signature of Evaluator

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Date Signed by Evaluatee

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Date Signed by Evaluator