

## **Job Description – Food and Nutrition Services Specialist Level 2 – Elementary & High School**

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**Primary Function:** Under the direction of the campus Food and Nutrition Services Manager, prepares and serves appropriate quantities of food to meet menu requirements and maintain high standards of quality in food preparation, sanitation and safety practices. Provides quality customer service to students, staff and visitors. Assists in manager duties as needed.

### **Responsibilities/Duties:**

- Prepares quality food according to a planned menu of tested, standardized recipes
- Supervises the storage and care of food items and supplies; maintains a clean and organized storage area
- Cares for and uses equipment in a safe and efficient manner
- Serves food according to meal schedules, Federal, State and departmental policies and regulations
- Provides quality food and quality customer service to students, staff and visitors
- Follows established HACCP procedures to ensure standards of cleanliness, health and safety
- Maintains all required records accurately and in a timely fashion
- Informs Campus Food Services Manager regarding par level shortages of necessary supplies
- Operates point-of-sale computer efficiently and accurately
- Maintains personal appearance and hygiene according to departmental policy
- Promotes teamwork and interaction with fellow staff members
- Participates in department activities and promotions
- Attends scheduled in-service training and classes
- Completes daily deposits, informs managers of inventory needs and closes the point of sale system
- Assists with Point of Sale transfers and completes the food safety checklist in the manager's absence (in addition to daily duties)

### **Other**

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

### **Knowledge and Abilities:**

Knowledge of:

- Kitchen equipment and food production procedures
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Work well in a team atmosphere

- Understand instructions for food preparation, sanitation and safety procedures
- Operate large and small kitchen equipment and tools
- Perform basic arithmetic operations
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** High school diploma or equivalent preferred. Food handler's certification preferred. One year experience working in a commercial kitchen preferred.

**Working Conditions:**

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Continually standing, walking, bending/stooping, reaching, pushing/pulling, and twisting; moderate exposure to extreme hot and/or cold temperatures; exposure to cleaning chemicals, some of which could be toxic

**Equipment Used:** Large and small kitchen equipment which may include but is not limited to electric slicer, mixer, pressure steamer, ovens, electric braising skillet, steam tables, sharp cutting tools, and point-of-sale computer system

**Lifting/carrying -** Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

**Calendar and Salary Range:** 177 work days. See current salary for Auxiliary Pay Grade 3.

**Revised:** 4-19-18

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The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

Date