

NUTRITION SERVICES STAFF-KITCHEN

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year, if applicable</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Nutrition Services Leadership Coach</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Nutrition Services Salary Schedule, Range 1</i>
Terms of Employment:	<i>9 months/7 hours</i>
Job Goal:	<i>To make available attractive, nutritious, and palatable cafeteria meals in an efficient, pleasant, and clean environment while maintaining federal, state and district guidelines.</i>

Minimum Qualifications

- 1. High School Diploma or Equivalent*
- 2. Food Handler Card within 30 days*

Job Duties

- 1. Assist during preparation of meals using district menus and standardized recipes, while following sanitation procedures.*
- 2. Serve appropriate quantities of food items to meet federal guidelines following offer versus serve.*
- 3. Serve children with a positive attitude.*
- 4. Follow work schedules, plans, and organizes duties prior to beginning tasks.*
- 5. Operate a cash register.*
- 6. Store, utilize and dispose of food and supplies following federal, state, local and district regulations.*
- 7. Practice a "clean as you go" policy to keep work area clean.*
- 8. Follow sanitation and safety standards in clean up and operation of the kitchen and kitchen equipment.*
- 9. Assist in taking and completing inventories as requested.*
- 10. Report equipment-needing repairs to the Nutrition Services manager.*
- 11. Report accidents to the Nutrition Service manager*
- 12. Agrees to fulfill performance responsibilities in assigned location(s).*
- 13. Attends professional development trainings.*
- 14. Exhibit professionalism by maintaining good attendance and adhering to established*
- 15. Working after contract hours may be required.*

16. *Communicate and display courteous and professional behavior toward students, immediate supervisor, school and district administrators, staff, peers, and the public.*
17. *Adhere to educational guidelines as defined by the New Mexico Public Education Department.*
18. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes*
19. *Comply with the Code of Ethics, administrative directives, board policy, state and federal regulations, rules, and statutes.*
20. *Perform such other tasks as may be assigned within the parameters of the job description and job analysis.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines, equipment, and work tools commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions.*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job.*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly.*
4. *For further information regarding worker traits, please see attached job analysis.*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of classified personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____