



TITLE:	Child Nutrition Production Coordinator	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Child Nutrition Manager	TERMS:	176 Days
DEPARTMENT:	Child Nutrition	PAY GRADE:	CN3

PRIMARY PURPOSE:

To ensure that student meals are properly prepared and nutritious. Coordinate Production areas according to menu and Child Nutrition Guidelines. Maintain an atmosphere of efficiency, cleanliness and friendliness at all times.

QUALIFICATIONS:**Education/Certification:**

High School diploma or GED (preferred)

Texas Food Handlers License (must be current or completed within the first 30 days of employment.)

Special Knowledge/Skills:

Ability to maintain personal food handlers' health requirements established by the state

Ability to read menus and other instructions and prepare reports

Ability to lift and transport 40 pounds over a distance of 10 feet without assistance

Experience:

A minimum of one (1) year experience at next lower level of experience. (Required)

TASN Certified Level 1 (preferred)

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Employee Punctuality and Appearance:

Employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. All employees are required to report to work dressed in a manner that reflects a positive image and appropriate for their position.

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, walking, pushing, pulling, moderate lifting and carrying (up to 40 lbs.); stooping, bending, kneeling and reaching. Limited exposure to extreme hot and cold temperatures.

Essential Functions:

1. Performs duties assigned by cafeteria manager. Examples of normal duties include cashier, cook, assistant cook, baker and server. Performs in back-up positions, as needed.
2. Provide support to CN Specialists as they are prepping, serving, and cashiering.
3. Keep informed of and comply with all federal and state food serving requirements.
4. Assist with inventory control and ordering, as needed. Assist with the management of inventory documentation.
5. Assist with monitoring product delivery as needed.
6. Ensure that food is prepared in accordance with the recipe and served in correct portions, following the cafeteria manager's instructions.
7. Assist Manager with end of day procedures as needed. (Balancing of accounts, claiming of meals, deposits).



8. Promote, follow and maintain high standards of safety and good housekeeping in all working conditions.
9. Maintain confidentiality of information.
10. Observe all safety rules and keep the work area clean and orderly at all times.
11. Perform other duties as assigned by the supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date