

NEW PRAIRIE UNITED SCHOOL CORPORATION

POSITION DESCRIPTION

JOB TITLE: Nutritional Services Food Service Worker

Exempt (Y/N): No

Work Days: 183

Salary Benefits: Established by Board Policy

Department: Nutritional Services

Location: Assigned Building Cafeteria

Supervisor: Nutritional Services Manager

Employment Terms: At-Will

Date Revised: May 1, 2018

Summary:

The Nutritional Services Food Service Worker performs routine manual work in the preparation, service and selling of food and clean up in the cafeteria and in other designated in accordance with Board policy and established district procedures.

Essential Duties and Responsibilities:

- Follow standardized recipes and adjust as needed.
- Operate the cash register with the ability to read, write and count money.
- Operate industrial kitchen equipment and point of sale (POS) computer.
- Demonstrate proper nutritional service sanitation.
- Maintain cleanliness of cafeteria and kitchen while properly using cleaning chemicals including but not limited to cleaning and sanitizing tables and equipment, cleaning debris and spills from floors and assisting with trash removal.
- Prepare and serve food according to written instructions and all policies and procedures.
- Complete all other duties as assigned.

Employee Requirements:

- Maintains own regular and prompt attendance.
- Maintains appropriate appearance.
- Ability to follow instructions and assist with various tasks, as needed.
- Promotes good public relations for the School Corporation and community.
- Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation
- Completes job assignments in a timely and effective manner.

Supervisory Responsibilities:

None.

Qualification Requirements:

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

Education and/or Experience:

High school diploma or general education degree (GED); one to three years related experience and/or training is preferred.

Language Skills:

Ability to read and comprehend information such as state and local instructions, reports, correspondence, or government regulations. Ability to write routine reports and correspondence. Ability to effectively present information in one-to-one and small group situations to students, staff, parents, and community members.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers common fractions, and decimals. Ability to apply concepts such as fractions, percentages, and ratios to practical situations.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Other Skills and Abilities:

Ability to communicate clearly and concisely both orally and in writing. Ability to be accurate and have good proofreading skills. Ability to develop effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all district requirements and school board policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to reach, bend, squat, kneel, stand for extended periods, and push and pull cafeteria tables. The employee is frequently required to stand or walk. The employee frequently lifts up to 25 pounds and occasionally up to 40 pounds such as full trash bags.

Work Environment:

The work environment characteristics described here are representatives of those and employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently noisy. The employee frequently will be required to meet multiple demands from several people. The employee is continuously in interaction with students, staff, and the school community.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Employee

Supervisor