

JOB DESCRIPTION

Job Title: **Nutrition Services Worker**
 Department: **Nutrition Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **July 2022**

FLSA Status: **Hourly**
 Pay Range: **2**
 Work Calendar: **175 days**

SUMMARY: The worker performs a variety of cooking and non-cooking duties as necessary in the preparation and service of school meals within the federal, state and local guidelines for the USDA Meal Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for the production and service of quality food through the use of standardized recipes and menu instructions.	D	20%
2. Prepares or assists with food items in accordance with work schedules.	D	20%
3. Sets up serving lines and serves meals or meal components. Replenishes food on serving lines as needed.	D	20%
4. Responsible for proper operation and care of food service equipment.	D	5%
5. Handling of money, deposits, and cashiering during meal times.	D	5%
6. Observes safety and sanitation regulations to ensure that safe and sanitary conditions exist in the kitchen, food service areas and in the cafeteria at all times.	W	5%
7. Assists with maintaining a safe and sanitary kitchen and cafeteria in compliance with state health department regulations.	D	5%
8. Maintain HACCP guidelines in monitoring of time, temperature, and preparation process of handling food.	D	1%
9. Assumes added responsibilities in the absence of the kitchen manager.	M	1%
10. Develops daily work schedules, working with assigned job schedules.	D	5%
11. Interacts positively with other staff members, school staff and students while promoting a positive image of the Nutrition Service program.	A	5%
12. Understands and accepts "General Personnel Practices and Procedures for Nutrition Service Employees" in the employee handbook.	A	5%
13. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, GED or any combination of experience and education equivalent to the completion of a 12th grade education.
- A minimum of two years' experience in food service, cashiering, and money handling

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license. Employee may be required to operate District Vehicles.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication skills.
- Interpersonal relations skills.
- Good math skills.
- Customer service skills.
- Critical thinking and problem solving skills.
- Must be able to maintain a high level of confidentiality.
- Ability to promote and follow Board of Education policies and building/departamental procedures.
- Ability to manage multiple tasks with frequent interruptions.

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with Microsoft Word, Excel, and email
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, and fax machine.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Director, Nutrition Services

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Cafeteria Manager & Area Supervisor	1

- This is an illustrative example of duties and not an exhaustive list of all duties required to carry out position responsibilities. Specific duties may vary depending upon location, or additional duties maybe assigned by the location.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste			X	
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze	X			
Communicate				X
Copy	X			
Coordinate				X
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile	X			
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary depending upon location, or additional duties maybe assigned by the location. I have read the above job description and I am physically capable of performing all the essential functions (duties and responsibilities) of this position.

Employee Acknowledgment

Signature

Date