

# SPRING HILL SCHOOL DISTRICT



## Nutrition Services

|   |   |
|---|---|
| <b>Title</b>                                  | <b>Substitute Nutrition Services Worker</b>   |
| <b>Purpose</b>                                | The Nutrition Services Worker assists in the preparation and serving of food, meal cashiering and in the cleaning and maintenance of kitchen facilities. To accomplish these tasks, the Nutrition Services Worker must work closely with the staff and administration of USD 230.   |
| <b>Supervision</b>                            | Kitchen Manager, Nutrition Services Coordinator, Director of Nutrition Services   |
| <b>Benefits</b>                               | <ul style="list-style-type: none"><li>• Sick Leave: One (1) day for each full month of employment accumulative to a total of sixty (70) days.</li><li>• Personal Leave: One (1) day per year, non-accumulative. Up to Six (6) other personal days may be taken and deducted from sick leave.</li><li>• Bereavement Leave: Three (3) days per year, non-accumulative. One (1) other bereavement day may be taken and deducted from sick leave.</li><li>• 11 paid holidays</li></ul>  |
| <b>Required Qualifications</b>                | <ul style="list-style-type: none"><li>• High school diploma or equivalent.</li><li>• Health and Inoculation Certificate on file in the District Office.</li><li>• Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.</li><li>• Desire to continue professional growth.</li></ul>  |
| <b>Physical Requirements &amp; Conditions</b> | <ul style="list-style-type: none"><li>• Requires prolonged standing.</li><li>• Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 20 lbs.</li><li>• Occasional stooping, bending, and reaching.</li><li>• Must work indoors and outdoors year-round.</li><li>• Must work in noisy and crowded environments.</li><li>• Must be able to climb stairs and use a small stepladder.</li><li>• Must work in and around fumes and odors.</li></ul>   |
| <b>General Responsibilities</b>               | <ul style="list-style-type: none"><li>• Assist in preparing and serving food.</li><li>• Mealtime cashiering as needed.</li><li>• Assist in cleaning and maintaining kitchen facilities.</li><li>• Ensure that all activities conform to district guidelines.</li><li>• Communicate effectively with all members of the school district and community.</li><li>• React to change productively and handle other tasks as assigned.</li><li>• Appropriately operate all equipment as required.</li><li>• Able to work independently with minimal supervision in a high-paced environment.</li><li>• Support the value of an education.</li></ul> |

## Essential Functions

- Support the philosophy and vision of USD 230.
- Prepare and serve food, and clean kitchen equipment as directed.
- Maintain proper sanitary and safety practices.
- See that district policies are observed at all times.
- Attend Food Safety Basic Class.
- Follow standardized recipes.
- Participate in cooking, preparation and serving of food.
- Evaluate prepared food for appearance, flavor and temperature.
- Participate in kitchen clean-up and storage of leftover food.
- Assist in maintaining inventory and accepting vendor deliveries as needed.
- Maintain a safe and sanitary environment complying with Kansas Department of Agriculture guidelines.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Other duties as assigned by the Kitchen Manager, Nutrition Services Coordinator and Director of Nutrition Services.

6/13/22