

# WARREN COUNTY PUBLIC SCHOOLS

<b>JOB TITLE:</b>	Nutrition & Dining Services Assistant
<b>JOB CLASS CODE:</b>	7241
<b>CLASSIFIED/CERTIFIED:</b>	Classified
<b>REPORTS TO:</b>	Nutrition & Dining Services Cafeteria Manager
<b>SALARY SCHEDULE:</b>	120
<b>FLSA STATUS:</b>	Non-exempt

## REQUIRED QUALIFICATIONS

High school diploma or G.E.D.

Complete Kentucky Department of Education Certification as food service employee within 40 days of employment (702 KAR 6:045)

Effective communication skills

## DESIRED QUALIFICATIONS

One year experience in cooking/baking food in large quantities

Demonstrated skill in food preparation, reading, and following institutional recipes

Demonstrated skill in the use and care of institutional equipment

Knowledge of sanitation and safety practices related to handling, cooking, baking, serving, and storing food

Knowledge of adjusting and extending recipes and proper substitutions

Demonstrated cashiering skills and record-keeping techniques

Experience in a diverse workplace

## SCOPE OF RESPONSIBILITIES

The Nutrition & Dining Services Assistant prepares and serves tasty, attractive, and nutritious meals to students in an atmosphere of efficiency, cleanliness, and friendliness.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains the highest standards of safety and cleanliness in the kitchen

Cleans equipment, utensils, and appliances as needed

Prepares food according to a planned menu and tested recipes determining if the product is the best quality in both flavor and appearance

Understands serving sizes to meet USDA requirements

Assists in daily clean up of kitchen and service areas

Assumes responsibility for proper storage and disposal of unused foods

Assists in maintaining perpetual inventories

Performs other duties assigned by the Cafeteria Manager, Director of Nutrition & Dining Services and/or Superintendent or his/her designee

## PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

# WARREN COUNTY PUBLIC SCHOOLS

## TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

## EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Nutrition & Dining Services Cafeteria Manager with input from the Principal and Director of Nutrition & Dining Services.

12/16/2021 WCBE

I, \_\_\_\_\_, have read and understand the terms  
(name of employee) set forth in this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date