

Newport News Public Schools Job Description

Job Title: Child Nutrition Substitute

Supervisor: Child Nutrition Manager

Job Classification: Non-Exempt

Contract Length: 179 Days

Job Summary

The substitute employee, under close supervision, performs (in the absence of the regular employee) routine duties to include the preparation and serving of food and the cleaning of kitchen equipment and facility.

Essential Duties

1. Follows procedures in food preparation, use and care of equipment, and personal habits to assure that sanitation standards are met as required by the Child Nutrition Services Office and Virginia Department of Health
2. Follows standards of safety in preparing, storing and serving food as required by the Child Nutrition Services Office and Virginia Department of Health.
3. Maintains required forms and records as assigned by the manager.
4. Attends job related training classes and workshops.
5. Performs other duties as assigned.
6. Models nondiscriminatory practices in all activities.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Ability to read and write in English and follow written and oral instructions. Possession of or the ability to obtain a Food Handlers card. Ability to report to work with short notice. Follows dress code as outlined in the Child Nutrition Services Handbook. Desire to put forth the best effort in all assigned duties. Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and scalds. Ability to complete written forms and records.

Working Conditions & Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 30 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with staff and students.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/cafeteria environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Child Nutrition Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The Substitute will be required to follow any other instructions and to perform any other related duties as assigned by the Child Nutrition Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date