

Job Description

Job Title: Child Nutrition Employee

Supervisor: Cafeteria Manager

Job Classification: Non-Exempt

Pay Grade: 12

Contract Length: 183 Days

Job Summary

Position is responsible for preparation and serving of food, cleaning kitchen equipment and facility, and other duties designated by the manager.

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. Serves customers promptly and courteously using correct portion sizes; serves food that is attractive and appealing; maintains temperature of food on serving line and keep line clean at all times.
4. Processes customers promptly and accurately, paying close attention not to divulge student's lunch status; must have the ability to accurately count money, make change, and count drawer out at the end of day.
5. Operates the dish-room, rinses trays and utensils and washes by sending through dish machine; checks trays and utensils for cleanliness before returning them to the lines; cleans area including inside of dish machine; may be assigned to dispose of trash.
6. Cleans assigned work area to include but not limited to, sweeping, mopping, cleaning walls, ovens, mixers, tables, steamer, kettle, dish machine, warmer and utensils.
7. Maintains required forms and records as assigned by the manager.
8. Attends job related training classes and workshops.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

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. Follows dress code as outlined in the Child Nutrition Services Handbook. Desire to put forth 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: Cafeteria Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The Child Nutrition Employee will be required to follow any other instructions and to perform any other related duties as assigned by the Cafeteria 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

Revised 07/19 CR

Updated 03/26 LS