

West Carroll Board of Education

Job Description

Descriptor Term:

School Nutrition Worker

Board Policy Reference

5.013

QUALIFICATIONS

1. Initial physical exam may be required.
2. Demonstrates aptitude or competence for assigned responsibilities.
3. Abstains from the use of tobacco and alcohol while on the job.

REPORTS TO

Cafeteria Manager

JOB GOALS

To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and caring.

DUTIES

1. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearances before it is served.
2. Records all food requisitions form.
3. Assists in the preparation of food portions and prepares cafeteria serving counter.
4. Prepares and serves food in an efficient and pleasant manner.
5. Assists in the daily cleanup of kitchen and service area including dish room.
6. Maintains the highest standards of safety and cleanliness in the kitchen.
7. Observes all state and local regulations related to school food service operation.
8. Follows standardized recipes.
9. Stores leftovers and plans utilization with manager.
10. Cleans and washes equipment used in preparation and keeps own working area clean.
11. Follows work schedule and work assignments.
12. Reports immediately any problem or accident to the manager.
13. Records all chemical usages.
14. Keeps serving area clean and attractive.
15. When assigned performs cashier duties.
16. Performs other duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 20 pounds, such as supplies, food products, light weight equipment.

WORK CONDITIONS

Normal working environment.

TERMS OF EMPLOYMENT

Ten month work year. Salary to be established by board of education with recommendation from director of schools.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.