

Job Description

Job Title: Child Nutrition Assistant

Department: Classified

Prepared By: H. Sipe

Prepared Date: July 2012

Summary: The Child Nutrition Assistant provides students with an approved nutrition program while maintaining compliance with District, state and federal guidelines, regulations and policies.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

- a. Prepare particular food as assigned.
- b. Clean equipment utilized in preparation of meals.
- c. Serve meals to students.
- d. Maintain accurate records.
- e. Use personal initiative to cooperate in performing related duties necessary to the full accomplishment of the District's objectives.
- f. Understand and maintain school, staff, student and parent confidentiality.
- g. Perform physical tasks as required.
- h. Make accurate mathematical calculations when requested.
- i. Establish and maintain cooperative and effective working relationships with students and staff members.
- j. Move cooking utensils and food containers weighing 10-50 pounds.
- k. Operate food preparation equipment such as mixers, warmers, stoves and steamers.
- l. Work in an environment consisting of high heat and noise levels, requiring continual standing or walking and moderate possibility of personal injury caused by heated appliances, sharp utensils, and wet/uneven surfaces.
- m. Operate efficiently within necessary time constraints.
- n. Cook for large groups.
- o. Follow recipes.
- p. Operate all equipment safely.
- q. Perform electronic accounting of meals and program participation.
- r. Accurately handle cash transactions.
- s. Understand and assist with free and reduced price meals and associated requirements.
- t. Maintain and update records, files and accounts as required.
- u. Perform student supervision as assigned.
- v. Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
- w. Participate in appropriate professional development activities.
- x. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
- y. Performs other duties as assigned by Child Nutrition Director or administration.

Qualifications:

- High School Diploma or equivalent is required. Qualified experience may be substituted.
- Must be at least 18 years of age.
- Must have working knowledge of school cafeteria duties.
- Must have working knowledge of food safety, sanitation measures and preventative maintenance needed for a school cafeteria.
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk, see, hear, walk and sometimes sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed materials, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Child Nutrition Assistant will report to the building Principal and Child Nutrition Director.

Terms of Employment:

Salary and work year as determined by the administration and in accordance with Board policy, individual work agreements and the collective bargaining agreement.

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Please Sign Electronically at:

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