

**Child Nutrition Helper**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Child Nutrition**

**TITLE:** Child Nutrition Helper

**QUALIFICATIONS:** 1. High School degree or equivalent.

**REPORTS TO:** Cafeteria Manager

**JOB GOAL:** To assist in the preparation, sale, and service of food for the food service program in New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Assist in preparation of food.
3. Clean and wash dishes/equipment.
4. Collect money and ID cards during meal, makes report of lunches and collections, and tabulates paid, free, and reduced price meal count.
5. Participate in training programs.
6. Keep area neat and clean.
7. Perform related duties and responsibilities as requested by Director or supervisor.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Ten month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** NHCS Child Nutrition Helper Hourly Pay Scale

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate functional knowledge of basic principles of food cookery.
- Demonstrate functional knowledge of food service equipment.
- Ability to be mentally alert and apply knowledge applicable to the job.
- Ability to follow written recipes and instructions.
- Ability to operate dishwasher, food grinder, mixer, meat slicer, range, ovens, refrigerator, and freezer.
- Ability to operate computer, calculator, correctly and accurately as well as make change rapidly.
- Physical ability (able to exert up to 50 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.