



**VACANCY ANNOUNCEMENT**  
**INTERNAL APPLICANTS ONLY**  
**Please announce and post – December 8, 2018**

<b>Title:</b>	School Nutrition Assistant – 5 hours per day Current Location is at South Elementary School
<b>Qualifications:</b>	High school diploma or equivalent
<b>Contact:</b>	Kim McCall, School Nutrition Director at 704-658-2637
<b>Job Goal:</b>	Under the direction of the Director of School Nutrition Services, prepares and provides food items for general consumption by students and school personnel and maintains necessary reports and records, and performs related work as required.
<b>Terms of Employment:</b>	Ten-month year. Hourly salary and work schedule to be established by administration and cafeteria manager.

**PERFORMANCE RESPONSIBILITIES:**

- Prepares daily food portions according to the approved menu using standardized recipes.
- Uses food and supplies appropriately - for school purposes and functions.
- Prepares cafeteria counter and serving area in a timely manner.
- Serves students and staff from cafeteria counter.
- Provides a friendly atmosphere for students, faculty, and guests by showing politeness and good manners while dealing with others.
- Assists with the daily cleaning of counters, tables, food equipment, floors and walls, and furnishings in the kitchen and dining area.
- Has the ability to be a safe food handler, free of diseases that may be transmitted by food.
- Follow meal accountability procedures.
- Attends in-service and professional development training as deemed necessary.
- Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
- Attends all meetings as required by the Superintendent.
- Performs other duties as assigned by the supervisor.