

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: NUTRITION SERVICES (PART TIME)

QUALIFICATIONS:

1. Knowledge of food preparation and sanitation
2. Ability to work well with others
3. Pleasant attitude toward students, faculty, vendors and the general public
4. Ability to read and write and follow instructions
5. Be flexible with work duties and speed of work
6. Equivalent combination of education (high school diploma) and experience.

REPORTS TO: Kitchen Manager

JOB GOAL: To assist in preparing nutritious and appetizing school meals, serving meals, cleaning and sanitizing kitchen and cafeteria, clean utensils and equipment as part of providing a quality food service program.

PERFORMANCE RESPONSIBILITIES:

1. Prepares food items according to the district menu, following standardized recipes and portions per the nutrition spreadsheet.
2. Serves food to students and other customers using correct portion tools and showing exceptional customer service skills.
3. Keeps dishes, utensils and kitchen clean and orderly; mops/sweeps floors and assists with other housekeeping duties; ensures that facilities are kept in strict sanitary condition.
4. Performs special cleaning tasks to include cleaning refrigerators, freezers, serving tables, warming units, stoves, filters and walls within the facility.
5. preparing plates/trays ready for serving, taking lunch counts, refilling stocks, placing orders, checking in supplies, preparing food for freezing and helps maintain records as directed by Kitchen Manager
6. Assists as required in working with special functions and catered events. Attends department meetings as required.
7. As cashier: Accurately enters customers through the computer at lunch and breakfast using the SIS program. Accurately counts money (with a partner) and assists with or prepares the daily deposit; may take deposit to the Director's office.
8. Other duties as requested or assigned by Kitchen Manager or Nutrition and Food Service Director.

PHYSICAL DEMANDS: Ability to lift up to 50 pounds and stand for extended periods of time.

TERMS OF EMPLOYMENT: School in-session days plus two days as required by director.

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Kitchen Manager

APPROVED BY SCHOOL BOARD: April 16, 2019