

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Nutrition Services Worker  
**Date Prepared or Last Modified:** November 2022  
**Work Year:** 150-186 days  
**Department:** Nutrition Services  
**Reports To:** Assigned Nutrition Services Coordinator Assigned kitchen manager

**SUMMARY** Perform functions related to the preparation and serving of food in a school environment. Keep work area and equipment clean and sanitary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 32% Prepare meals following instructions on standardized recipes, including operating various types of institutional equipment used in food preparation or cleaning and complying with federal, state, and local guidelines for sanitation and child nutrition programs.
- D 20% Portion food correctly to meet federal, state, and local guidelines.
- D 20% Serve customers, maintain orderly serving line, and report discipline issues.
- D 8% Wash trays, utensils, dishes, pans, etc. used in food preparation or service.
- D 8% Mop, sweep, and clean kitchen work area, equipment, and other facilities as required.
- D 5% Follow standardized recipes to accurately provide proper amounts of food.
- D 2% Maintain knowledge and operate computer and point-of-sale software., Including opening POS and completing closing paperwork
- W 2% Assist in stocking work area and storage areas with food and non-food supplies.
- M 2% Assist in taking inventory of food and non-food supplies.
- Ongoing 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** High school diploma or equivalent or two years of high school, vocational school, or equivalent on-the job training.

**EXPERIENCE** No experience required.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Attention to detail, basic math, interpersonal, and basic communication skills. Ability to deal with children and children with special needs. Operating knowledge of institutional kitchen equipment within 2 months after hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS** Valid Colorado driver's license.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has no supervisory responsibilities

**JUDGMENT AND DECISION MAKING** Work is assigned by Nutrition Services Kitchen Manager. This position requires application of position knowledge to determine the most efficient means to complete assigned duties while meeting federal, state, department, and district guidelines. Work is guided by Health Department regulations, federal program requirements and procedures, and department and district policies and procedures. Decision making requires collaboration with Nutrition Services Kitchen Manager, Nutrition Services Supervisors, and co-workers. Supervisor is always involved in decision making.

**DIVERSITY OF DUTIES** Duties require cross-training in large quantity food preparation, portion control, safety and sanitation, operation of institutional kitchen equipment, Health Department regulations, federal program requirements and procedures, department and district policies and procedures, computer and point of sale software, and customer service. Duties impact individuals within the school on a daily basis.

**SAFETY TO SELF AND OTHERS** High exposure to self to heat burns due to ovens, stoves, and steam. Medium exposure to self to bruises due to bumping into equipment, to cuts due to knives and slicers, and to chemical burns due to cleaning supplies. Low exposure to self to fractured bones due to slipping on wet floors, to hernia due to lifting heavy items, to disease due to hepatitis and food poisoning, to repetitive motion injuries due to food preparation, to loss of limb due to mixer and slicer, to loss of sight due to chemicals, to disfigurement due to cleaners and burns, and to fatality due to use of gas stoves and driving if required. May expose other to injuries and/or disease if a person in this position fails to maintain cleanliness of work area/cafeteria, to operate equipment and handle cleaning supplies safely when others are present, and/or to ensure safe and sanitary preparation of food.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to communicate, coordinate, and use interpersonal skills. Frequently required to compare, analyze, and instruct. Occasionally required to copy, compile, and negotiate.