

Lauderdale County Schools  
Florence, AL

Job Description

Position: Child Nutrition Employee

**Department:** Business Operations

**Reports To:** Child Nutrition Manager

**FLSA Status:** Non-Exempt

**Contract Days:** 180, 182 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Minimum: High school diploma or equivalent

**Purpose of Job**

To provide support in the overall efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Duties and responsibilities include, but are not limited to, food preparation, serving food, washing dishes, setting up of serving lines, putting away supplies, sweeping, mopping, & cleaning dining area, unload and stocking deliveries.
- Promotes good public relations and increased participation with students, faculty, and parents through outstanding customer service practices.
- Works cooperatively with the Child Nutrition Manager and other cafeteria personnel at all times to promote teamwork and efficient production.
- Follows all Federal, State, School Board, and Departmental policies and regulations that pertain to the Child Nutrition Department.
- Cooks and prepares foods while following stringent standardized recipes, USDA nutritional guidelines, centralized menus, HACCP Standards of Operating Procedures, Health Department regulations, and determines if the finished product is of the best quality both in flavor and appearance before it is served.
- Operates essential commercial foodservice equipment to include but is not limited to; combi-ovens, convection ovens, blast chillers, meat slicers, food processors, tilting skillets, steamers, industrial kettles, commercial dishwashers.
- Cashiers utilizing a computerized touch screen point of sale system with the responsibility to open and close tills, maintain a balanced cash drawer, correctly identify the customer, key in customer meal selections while verifying a USDA reimbursable

meal versus ala carte sales, receive payments to customer accounts, and maintain strict confidentiality.

- May be required to prepare food to be delivered to other schools; helps unload food delivery truck and food carts; collects carts, cookware and food for truck pick-up.
- Sets up and monitors serving line for service and serves students and staff standard portions to insure that a reimbursable meal is served; checks food temperatures to keep food hot or cold as needed to meet health codes.
- Keeps adequate supply of trays, napkins and flatware; stocks serving line utensils and ensures serving line is turned off after lunch.
- Removes food from serving line to cool down, count, wrap, date and label to store after lunch; counts milk, return drinks to the refrigerator after service.
- Responsible to wash and sanitize prep areas at the start and end of the day.
- Performs major cleaning of equipment and work areas at regularly scheduled intervals.
- Cleans and sanitizes pots, pans and utensils according to established procedure using the dish machine and/or three compartment sink following sanitation and safety rules.
- Breaks down dish machine, wipes down prep tables, sinks and sweeps and mops floors.
- Wipes out food warmers, ovens and steamers; cleans refrigerator, freezer and deep fat fryers.
- Follows the trash and garbage collection policy and procedures in a sanitary fashion.
- Keeps work area and serving areas clean to ensure safety of staff and students by cleaning up spills and sweeping up food from floors.
- Follows instructions in all areas, performing and completing all scheduled tasks, to the required quality and time standards as assigned.
- Reports immediately to the manager any problem or accident occurring in the kitchen or the cafeteria areas.
- Check in food and supply orders reporting any errors or discrepancies with deliveries to the manager such as shortages, damaged products, and/or incorrect invoices, using the established procedure and only signing invoices after each order has been verified.
- Receives, dates and puts away new stock on shelves ensuring that FIFO and all safe handling procedures are used.
- Assists in the accurate completion of a monthly physical inventory, daily production records, and in the preparation of other records as deemed necessary for the efficient operation of the program and auditing purposes.
- Follows the Universal Precaution procedures.
- Maintains exceptional organization calculating and planning food supply and preparation needs for the following day.
- Participates in staff meetings and in-service training programs to stay informed and to extend his/her knowledge and ability in the various areas of the Child Nutrition Program.
- Maintains personal appearance and hygiene according to policy.
- Performs additional duties as assigned.

### **Additional Job Functions**

Perform other duties as assigned.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**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 this 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 regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**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.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)