



CHILD NUTRITION ASSISTANT *Position Description*

Title: Child Nutrition Assistant
Location: Pamlico County Schools
Terms of Employment: Full-Time (6 hours/day), Part-Time (2 – 5 ¾ hours/day), 10 months
Effective Date:
FLSA Status: Non-Exempt

Purpose

An employee in this class performs semi-skilled work preparing and serving meals and other food in a school cafeteria. The employee is expected to solve most problems independently. Errors can result in spoiled food, illness among consumers and significantly wasted work hours. Work involves various facets of the food preparation and serving process.

Qualifications

- Must have High School Diploma or GED
- One year or more of related experience in food service or a combination of training, education, or experience

Duties and Responsibilities

- Maintains a positive working relationship with other employees and staff
- Politely, respectfully, and efficiently serves students, staff, parents, and others
- Accepts responsibility for multiple tasks without supervision
- Follows a work schedule, a sanitation (HACCP) schedule, plans ahead, and helps others on the child nutrition team
- Completes production records as instructed on a daily basis
- Takes and records temperatures of food items as instructed
- Cleans oven, steamer, tilt skillet or other heating equipment in kitchen
- Cleans refrigerator, milk box, freezer, holding cabinets, and all equipment and facilities – including restrooms
- Cleans service line, coolers, freezers, dock areas and any area as instructed
- Sets up, runs, breaks down, properly cleans, and de-limes dishwasher
- Cleans windows, walls, tables, and chairs in dining room
- Takes out trash and washes trash cans
- Rings student meals into POS and collects and records meal money from students and adults; accurately executes all cash handling procedures
- Checks in deliveries, puts them in storage, assists with inventory, and dates the food in stock; uses foods according to FIFO rules
- Prepares meals by following recipes – does not deviate from recipes
- Prepares bread, biscuits, cookies, etc., by following recipes

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- Washes and prepares vegetables and fruit as well as salads and garden bars
- Prepares and sets up any additional foods as assigned including snacks, condiments, and beverages; sets up serving line accurately
- Attends all in service training and workshops; maintains USDA mandated professional standards; follows all policies and procedures for Pamlico County Schools and the SNS department.
- Performs other duties and responsibilities as assigned by the PIC, manager, supervisor, director, principal, or administrative staff

Skills and Abilities

- General knowledge of food preparation and standards of sanitation and safety.
- General knowledge of proper storage methods for various foods, supplies, and equipment.
- General knowledge of how to operate and clean kitchen equipment.
- Ability to exercise independent judgment and to use initiative to resolve problems and make improvements in the cafeteria operation.
- Ability to read and follow standardized recipes and written instructions.
- Ability to respond to inquiries regarding food content.
- Ability to properly clean kitchen area, equipment and utensils.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate in a pleasant, positive manner with students, staff, parents, and coworkers.

Physical/Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the Cafeteria Assistant/Temporary/Substitute job classification within the School Nutrition Department of Pamlico County Schools. Work in this classification is considered medium physical work requiring the exertion of up to 50 pounds of force occasionally and up to 30 pounds of force frequently and up to 10 pounds of force constantly to move objects.

Must be able to:

- Stand for six continuous hours
- Stoop, squat, kneel and/or bend in a manner that allows the palms to touch the floor (as in cleaning of baseboards, equipment, etc.)
- Bend from a standing position in a manner that allows the palms to touch the knees (as in washing of pots and pans in deep sinks and cleaning milk boxes)
- Bend from the waist in a standing position with arms outstretched for an extended period of time (as in service of food)
- Twist, turn, and/or stretch from side to side that allows the shoulders to be perpendicular to the hips (as in mopping, sweeping, stocking shelves, removing food from ovens, etc.)

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- Lift, carry, and/or support 30 pounds from shoulder level to above the head (as in placing food in ovens, freezers, stockroom shelves, etc.)
- Perform duties requiring repetitive motions with hands and wrists (as in slicing, dicing, washing, counting money, writing, scrubbing, scraping, etc.)
- Stock, wash, prepare, serve, and handle all types of foods (be aware that some food allergies can be worsened by exposure to menu items containing those foods)
- Work with caustic and non-caustic chemicals (be aware that skin allergies and sensitivities can be worsened by exposure to some cleaning chemicals; be aware that some breathing difficulties, such as asthma or emphysema, can be worsened by exposure to cleaning chemicals.
- Work in a very hot humid environment (no air conditioning)
- Maintain high standards of personal cleanliness (bathe daily and use deodorant, wear clean and pressed uniform and apron, wear clean and polished shoes, wear hairnet, be free of body odor, dandruff, loose hair and debris on clothes, etc.)
- Learn food preparation, serving, and clean-up procedures
- Learn sound sanitation principles
- Understand and follow oral and written directions
- Read and follow recipes and adjust amounts needed
- Learn foods, equipment and techniques used in food preparation, service, and clean-up
- Read, write, and utilize basic math skills (multiplication, division, fractions, and decimals)
- Complete production records as needed
- Use or learn basic computer skills