



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:****CHILD NUTRITION ASSISTANT I****REPORTS TO:**

Director of Child Nutrition

**JOB DESCRIPTION:**

The Child Nutrition Assistant I supports the daily operations of the school cafeteria by preparing, serving, and maintaining food service areas with federal, state, and local guidelines. This role ensures safe food handling, cleanliness, and courteous service to students, staff, and visitors, contributing to a positive dining experience and the overall health and well-being of the school community.

**QUALIFICATIONS:**

- High school diploma or equivalent preferred
- Ability to follow verbal and written instructions
- Basic knowledge of food preparation and kitchen safety
- Understanding of safe food handling practices (HACCP)
- Ability to operate a clean food service equipment
- Basic math skills for measuring and cashiering
- Ability to lift up to 50 pounds and stand for extended periods
- Willingness to work in hot, humid conditions and with cleaning chemicals
- Ability to maintain cleanliness and hygiene standards
- Familiarity with or ability to learn point-of-scale systems
- Ability to complete the required documentation and reports

**ESSENTIAL JOB FUNCTIONS:**

- Prepare and serve food items following standardized recipes and safety guidelines
- Set up, restock, and break down hot and cold serving lines
- Wash dishes, utensils, and kitchen equipment
- Clean and sanitize food prep areas, dining tables, and floors
- Take and record food temperatures during preparation and service
- Receive, data, and store food and supply deliveries
- Assist with inventory counts and stock rotation
- Operate point-of-scale system and accurately handle payments
- Maintain records of meals served and payments collected
- Follow all food safety and sanitation procedures (HACCP)
- Communicate respectfully with students, staff, and visitors
- Attend training sessions to improve job knowledge and skills
- Perform additional duties as assigned by the manager

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**