San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Child Nutrition Program Associate	**Exemption Status:**	Non-Exempt
Reports to:	Cafeteria Manager	**Pay Grade:**	01
Works with:	Students/District Personnel	**Days:**	187 Days
Dept. / School:	Child Nutrition Program	**Date Revised:**	07/23/2020

Primary Purpose:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Prerequisites:

High school diploma or GED (preferred); and
Prior experience in CNP or institutional food service operations (preferred).

Special Knowledge/Skills:

- Ability to understand written and verbal food preparation and safety instructions
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic math

Major Responsibilities and Duties:

1. Prepare quality food according to a planned menu of tested and uniform recipes.
2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.
4. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
5. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
6. Maintain personal appearance and hygiene.
7. Handle and record cashier functions accurately.
8. Maintain daily food preparation records.
9. Promote teamwork and interaction with fellow staff members.

10. Complete annual continuing education requirements.

11. All other duties as assigned to provide excellent customer service and quality foods to students, staff and parents.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including but not limited to pressure steamer, combi-oven, sharp cutting tools, braiser, convention oven, food processor, utility carts and mobile racks, institutional sinks and walk in cooler and freezers.

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15-44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____