# BUTLER COUNTY SCHOOLS

## CHILD NUTRITION PROGRAM WORKER

## JOB DESCRIPTION

**QUALIFICATIONS:**

(1) High school diploma or equivalent preferred.

(2) Three (3) years successful experience in school food services or equivalent preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to follow instructions and complete responsibilities guided by Standard Practices. Ability to establish and maintain effective working relationships. Ability to provide professional and cordial service to students and others. Knowledge of sanitation and work safety procedures. Ability to operate a computer terminal. Knowledge of food preparation procedures.

**REPORTS TO:**

Child Nutrition Program Manager

**JOB GOAL**

To assist in providing a school food service program safely and efficiently to meet nutritional needs of students and staff while complying with local, state, and federal regulations.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

* (1) Perform work in the school food service facility in accordance with regulations, policies and procedures.
* (2) Operate computer terminal for cashiering activities.
* (3) Prepare and serve food as assigned.
* (4) Perform custodial, dish room, and/or storeroom duties as assigned.
* (5) Maintain high standards of sanitation and work safety.
* (6) Operate and maintain food service equipment in a safe and skillful manner.
* (7) Maintain effective working relationship with manager and other employees.
* (8) Provide cordial and professional service to students and others.
* (9) Assume any position in the department as directed by the manager.
*(10) Assume responsibility for function of the department in the absence of the manager.
*(11) Work with others as assigned by manager.
*(12) Maintain records and reports as required by manager.
*(13) Operate computer based point-of-sale system.
*(14) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(15) Follow attendance, punctuality and proper dress rules.
*(16) Ensure adherence to good safety standards.
*(17) Maintain confidentiality regarding school/workplace matters.
*(18) Model and maintain high ethical standards.
*(19) Demonstrate initiative in the performance of assigned responsibilities.

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**CHILD NUTRITION PROGRAM WORKER** (Continued)

*(20) Maintain expertise in assigned area to fulfill project goals and objectives.
*(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(22) Keep supervisor informed of potential problems or unusual events.
*(23) Respond to inquiries and concerns in a timely manner.
*(24) Serve on school/system committees as required or appropriate.
*(25) Exhibit interpersonal skills to work as an effective team member.
*(26) Demonstrate support for the school system and its goals and priorities.
*(27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(28) Prepare all required reports and maintain all appropriate records.
*(29) Participate in cross-training activities as required.
(30) Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 09**

*Essential Performance Responsibilities

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