Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Team Relief**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Child Nutrition**	Pay Range:	**CN15H**
Prepared/Revised Date:	**December 1, 2025**	Job Code:	**60735**

SUMMARY: Responsible for preparing and serving a full range of food for school meals under minimal direct supervision. Assist with all aspects of production and service of meals; cooking, line setup, replenishment, and operating point of sale system, including cash collection. Clean all food preparation and service areas, kitchen equipment, surfaces and floors; label, date, and store leftover food. Comply with Health Department standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Display exceptional customer service skills. Train and lead kitchen teams on best kitchen practices. Daily travel to various PSD sites as needed, including any PSD kitchen, and the Child Nutrition offices and warehouse, with the potential of visiting multiple sites in the same shift (mileage reimbursed if use personal vehicle).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist with meal preparation by cooking, and setting up serving lines, condiment stands, and fruit/vegetable bar. Prepare food items and ensure compliance with recipes, menus and portion guidelines. Control food and kitchen waste. Complete accurate daily production records and logs.
2. Properly maintain and clean kitchen equipment, utensils, work areas, tables, floors, and appliances. Empty kitchen trash and recycling containers. Sweep and mop kitchen floors.
3. Serve food and provide exceptional customer service and communication to students, staff and community. Ensure meals meet established presentation and quality standards.
4. Train and lead kitchen teams on best kitchen practices as determined by the department, including food safety, cooking, proper equipment use and cleanings, point-of-sale, marketing and USDA and Larimer County Health Department requirements.
5. Operate point-of-sale system, including preparation and processing of accurate payments, day-end reports, and money deposits. Verify correct amount of change in cash box daily.
6. Properly receive, check-in, and store food and equipment from warehouse and vendors. Maintain, date and label food for storage. Perform inventories as scheduled and assist manager with food and supply orders.
7. Maintain compliance with Health Department standards, including high standards of sanitation and safety. Adhere to state, federal and department guidelines, safety procedures, departmental policies, and regulations.

8. Provide kitchen manager relief as needed. Provide department expertise and positive team leadership to ensure kitchen team operates positively and effectively, according to department and district guidelines. Cross train in all kitchen stations and functions; be prepared to step into various roles and responsibilities within the kitchen as needed.
9. Provide clerical duties in the CN department office and warehouse as needed.
10. Attend all required department trainings.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D
- Previous institutional food service experience required, 2 years of experience in PSD's Child Nutrition Department strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- ServSafe certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Ability to count money and make change
- Basic reading, writing, and math skills
- Ability to communicate positively with customers, staff, parents, supervisors, and community members
- Ability to work as a team
- Ability to follow oral and written instructions
- Interpersonal relations skills
- Customer service skills
- Ability to manage multiple tasks with frequent interruptions
- Knowledge and skills in food preparation, service, and efficiency
- Knowledge and expertise in PSD's Child Nutrition Department's procedures, policies, guidelines, and practices
- Ability to work various shift times, including early mornings
- Ability to train and lead kitchen staff
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Ability to use a calculator and learn the point-of-sale accounting system
- Basic operating knowledge of and experience with oven, steamer, dishwasher, and other kitchen equipment
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Child Nutrition Services Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

- May be responsible for leading and directing the work of other kitchen staff

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	