Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Team Member Substitute**	FLSA Status:	**Non-Exempt**
Job Family:	**Child Nutrition**	Pay Range:	**S/C2/01**
Prepared/Revised Date:	**November 1, 2026**	Job Code:	**60700**

SUMMARY: Under direct supervision, assist with all aspects of production and service of meals including cooking, line setup, replenishment, operating and cleaning all food service equipment, cleaning of preparation and service areas and floors, labeling, dating, and storing leftover food and operate point of sale system and collect and change cash. Comply with Health Department Standards, all safety procedures, departmental policies and procedures and all applicable state & federal regulations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Prepare food items according to recipes and menus. Assist with meal preparation and service by cooking, pre-portioning, setting up serving lines, condiment stands, and fruit and vegetable bar. Properly use equipment and control food & kitchen waste.	D	35%
2. Serve food according to high standards of sanitation and safety per federal, state and department guidelines.	D	25%
3. Clean kitchen equipment, utensils, work areas, tables, floors, and appliances according to county, state, and department guidelines. Empty kitchen trash and recycling containers according to department guidelines. Sweep and mop kitchen floors.	D	25%
4. Assist with preparation and processing of accurate payments, day end reports and money deposits. Verify correct amount of change in cash box daily. Run district point of sale systems as needed.	D	10%
5. Properly receive, check in and store food & equipment from warehouse and vendors. Maintain, date and label food per federal, state and department guidelines.	D	3%
6. Attend work and arrive in a timely manner.	D	1%
7. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D
- Experience preferred in food service
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

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, and supervisors

- 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
- Ability to work various shift times, including early mornings
- 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, Superintendent policies 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 safely operate basic kitchen equipment
- Ability to use a calculator and point of sale accounting system

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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
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		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	