**Child Nutrition Worker**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Cafeteria Manager **Classification:** Auxiliary

**Dept/Campus:** Child Nutrition **Paygrade:** A-2

**Wage/Hour Status:** Nonexempt **Revised:** February 2015

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Responsible for the preparation, service and sale of food in sufficient quantities while maintaining required nutrition and quality. Ensure timely preparation to meet service schedules, and handle food in accordance with sanitary standards. Enforce standards of recipes and of portion control, to prevent food waste and assure high quality productions, and care/cleanliness of equipment. Maintain a high standard of quality in food production, service, sanitation and safety practices.

**QUALIFICATIONS:**

**Education/Certification:**

Must have some formal or on-the-job training in food preparation

Must have a current Health Card

**Special Knowledge/Skills:**

Ability to understand instructions for food preparation, safety procedures, safe food handling and sanitation

Must be able to read, write and follow oral and written instructions

Must be able to perform simple calculations and accurately count money and make change.

Must be familiar with foods and preparation methods

Working knowledge of kitchen equipment

Patient and calm demeanor with students, staff and others

**Experience:**

# Experience in the food service industry desired

# One to two years training and experience in quantity food preparation preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Prepare quality food according to planned menu of tested, uniform recipes.
2. Cook a variety of foods following standardized recipes and methods of preparation.
3. Schedule food preparation so that items are prepared in small batches throughout serving period.
4. Ensure that food items and supplies are stored and cared for in a manner that supports a clean and organized storage area. Maintain a hazard free environment.
5. Follow food productions schedules provided by unit manager.
6. Serve food according to meal schedules, departmental policies, and procedures.
7. Control serving portions, eliminating waste and leftovers.
8. Check equipment to make sure it adheres to safety and sanitation requirements and report needed repairs to unit manager.
9. Maintain garbage collection containers and areas in a neat and sanitary fashion.
10. Follow established standards of cleanliness, health and safety codes, regulations and department policies.
11. Assist in recording food requisitions and request orders of necessary supplies.
12. Handle and record cashier functions including accurately counting money, preparing daily deposit, safeguarding money and submitting point of sale records as assigned.
13. Maintain personal appearance and hygiene, following the dress code.
14. Promote teamwork and positive interaction with fellow staff members.
15. May assist in inventory, food storage, tray line service, kitchen clean-up and assist with any other duties in kitchen.

**EQUIPMENT USED:**

Large and small kitchen equipment, including but not limited to electric slicer, mixer, pressure steamer, deep-fat fryer and sharp cutting tools, ovens, dishwasher, food utility carts, grinder and tilt skillet.

**WORKING CONDITIONS:**

**Mental Demands:**

Maintain emotional control under stress

**Physical Demands:**

Must be able to position and frequently move about within the work area. Ability to retrieve, transport, position/reposition food, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; must pass TISD physical; moderate exposure to extreme hot and/or cold temperatures; exposure to chemicals used in cleaning, sanitizing and pest control; required wearing of back support belt and hair restraints while on duty; hazards include cuts from utensils, burns from hot foods and equipment as well as falls due to wet floors; ability to reposition and transport 50lbs

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date