

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: CHILD NUTRITION ASSISTANT SCHOOL NUTRITION SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, responsible for assisting the manager in oversight of kitchen operations to ensure that students are served nutritious and attractive meals in a clean and caring atmosphere. Responsible for organizing, training, food production, food service activities, and assisting the School Nutrition Manager with all record management and reporting functions. Will assist with development of kitchen staff and promotes good community relations among school clientele and broader community as directed by the manager. May function as cook, cashier, server or helper. Assists in maintaining National School Lunch Program (NSLP) compliance of Free and Reduced meals at the point of sale, as well as keeping accurate records of the same in accordance with local, state and federal rules and regulations and USDA requirements. Duties include but not limited to performing routine tasks such as participating in food preparation, serving, cleaning, food temperature checks cashiering, and sanitation tasks. Submit all food and non-food orders, payroll, attendance, production sheets, inventory, maintenance and equipment requests correctly and timely. Employee must have ability to work a computer using current software to order all foods and supplies according to established specifications and procedures when needed. Reports to the School Nutrition Manager.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Prepares, cooks, and serves meals according to specified standardized recipes; prepares meals for special diets according to recipes or other instructions provided.

Uses batch cooking methods and replenishes the warming cabinets and/or serving line(s) to maintain properly cooked food items during the serving period.

Assure that safe and sanitary practices in all phases of the TPHC procedures are followed by all personnel to meet or exceed established health department and Hazard Analysis and Critical Control Points (HACCP) standards.

Reviews menu and production records daily; Order food items to meet portion sizes, servings per unit or size, and expected production capacity per recipe. Suggests menu substitutions as necessary, and coordinates work schedule to meet serving schedule.

Unpacks and carries canned and fresh fruits and vegetables, and frozen processed meats from storage to the food preparation area; transports breads, rolls, desserts, and other items to specified areas; transfers food items from cooking equipment to serving lines.

## **CHILD NUTRITION ASSISTANT**

Assists manager in ordering correct quantity of foods, ensure receiving, storing, handling, preparing, and serving of food are performed according to established standards.

Check deliveries for invoice accuracy and report shortages. Monitor and report receipt of items of unacceptable quality or condition by following policies.

Provide oversight of storage for all food and non-food supplies to ensure compliance with recommended storage requirements, maintaining the cleanliness and organization of food storage areas, dating and putting up delivery stock, and counting monthly physical inventory.

May serve meals or supplemental menu items, answer inquiries pertaining to food and meal items and provide excellent customer service.

Prepare fresh fruits and vegetables, assembles salads, wraps sandwiches, pans food items, bakes cookies, assembles items for meal service at future times and/or locations such as prepping breakfast items for next-day service.

Preps the serving line with appropriate condiments and paper products, monitors to ensure cleanliness and stocked throughout serving period.

May open canned items, prepare condiment trays, fill drink cups, place milk in coolers, place ice cream in open freezers or replenish any other items as needed.

Acts as cashier or back up during breakfast or lunch serving period. Maintains financial integrity for purchased meals and other foods in cafeteria through, kiosk or other remote sites to support data integrity.

Collects and records advanced payments for lunches and breakfasts, recording amount paid in accordance with established procedures to maintain accurate student files.

Responsible for maintaining accurate reports of daily and monthly financial, production, and activity records for student meal charges. Counts money at end of meal service and prepares money and checks for deposit, rolls loose coins, follows established policies and procedures. May assist manager with preparation of deposit and may deliver or secure bank deposit in manager's absence.

Assists in maintenance of accurate Free and Reduced meal rosters and in screening Free and Reduced applications according to established procedures and policies as directed by manager.

Assists students, parents, teachers and school staff with questions concerning meal program.

Enforce standards of cleanliness, health, and safety collection. Supports and assists in the sanitation process while maintaining proper sanitizer levels in all sinks and containers and of all cafeteria utensils pots, pans, and serving utensils. Sweeping and mopping, walls, high dusting, floor drains, loading dock; carrying out bags of garbage and placing in dumpster. May also assist with wiping or washing tables, chairs, or benches in dining room.

## **CHILD NUTRITION ASSISTANT**

Assists with wrapping, recording, labeling, dating and putting away food at end of serving time; records leftovers in addition to maintaining accurate records of foods used, produced, and served on food production record.

Takes and records temperatures of foods and food holding equipment including but not limited to freezers, coolers and warming cabinets. Completes assigned reports including temperature logs, production records and cashier's cash summary.

Assists with dating and putting away delivery of food items weighing 50 pounds or less into proper storage space. May be assigned to check in deliveries.

Must follow workplace safety procedures including the use of safety and personal protective equipment.

Receives training on the time management system and required to demonstrate knowledge of the proper use of the system on a daily basis.

May serve as the Person in Charge (PIC) in the event that the manager is not in the facility. The purpose of the PIC is to be the lead person responsible for the safe production, service and overall handling of all matters related to food. The PIC will be the point person in the event that the Health Department or other public entities visit the school for the purpose of inspections.

Establishes and maintains positive and effective working relationships with a broad diversity of students, staff, and the public.

Ensure compliance with established food safety practices regarding proper dress and hygiene.

Attends workshops, classes, lectures, etc., as directed, to enhance and maintain knowledge of food services.

### **ADDITIONAL JOB FUNCTIONS**

May function as cook, cashier, server or helper. Should be prepared to answer questions regarding ingredients that address food allergies or meal components eligibility, food items as they count toward a reimbursable meal and/or pricing of a la carte items.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

A High School Diploma or GED preferred and 1 to 2 years of experience in the preparation of foods in an institutional setting or childcare; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

## CHILD NUTRITION ASSISTANT

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of commercial equipment including ovens, steamers, combi ovens, braising pans, and all types of kitchen utensils and tools pertaining to food service, etc. Must be able to lift up to 50 pounds on occasion, exert up to 25 pounds of force regularly, or 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work. Must be able to stand for hours. Must be able to bend, twist, lift, stoop, reach overhead to perform assigned tasks.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Requires the ability to receive instructions, assignments or directions from superiors. Requires the ability to work cooperatively with coworkers to complete group tasks and to serve customer needs.

**Language Ability:** Requires the ability to read and understand a variety of correspondence, menus, recipes, work schedule and productions sheets, etc. Requires the ability to prepare simple reports, logs, and lists. Requires the ability to speak to people with poise, voice control, self-control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to correctly utilize mathematical formulas while following standardized recipes; to add and subtract; multiply and divide; to work with fractions, utilize decimals and percentages, and to complete their time sheet correctly.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using kitchen equipment. Requires the ability to use two hands simultaneously to pan food items and otherwise increase work speed.

**Manual Dexterity:** Requires the ability to handle a variety of items such as kitchen equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

## **CHILD NUTRITION ASSISTANT**

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Must be courteous and respectful of coworkers and customers.

**Physical Communication:** Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Employees should wear all prescription glasses and hearing aids when necessary to perform work assignments in a safe atmosphere. Store and take prescribed medication appropriately.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to communicate in a pleasant, positive manner with students, staff, parents, and coworkers.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to read, understand and follow written work schedules written in English language.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to select and organize materials needed to perform tasks and to return supplies to the proper storage places.

General knowledge of food preparation, standards of sanitation and safety, TPHC and HACCP procedures.

General knowledge of proper storage methods for various foods, supplies, and equipment.

General knowledge of how to operate and clean kitchen equipment.

General knowledge of the importance of using standardized recipes and ability to follow them.

Ability to exercise independent judgment, use initiative to resolve problems, and make improvements in the cafeteria operation.

Ability to read and follow standardized recipes and written instructions.

Ability to recognize meal components for meal eligibility.

Ability to learn USDA meal pattern and to respond to inquiries regarding food content particularly as it relates to meal pattern and food allergies.

Ability to properly clean and sanitize kitchen area, equipment, and utensils.

Ability to calculate recipe extensions, foods needed and used, ability to calculate correct change for a monetary transaction.

Ability to complete basic records such as temperature logs and production sheets.

## **CHILD NUTRITION ASSISTANT**

Ability to record time worked using a computerized time management system.

Ability to use a computer quickly and precisely.

Ability to follow established policies and procedures.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to exercise independent judgment and to use initiative to resolve problems and make improvements in the cafeteria operation.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.