JOB DESCRIPTION

Job Title: Child Nutrition Worker **Exemption Status/Test:** Nonexempt

Reports to: Child Nutrition Manager/Director of Child Nutrition **Date Revised:** September 2023

Dept./School: Child Nutrition

Primary Purpose:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

Qualifications:

Education/Certification:
High School diploma or General Education Degree (GED) preferred

Special Knowledge/Skills:
Ability to understand written and verbal food preparation and safety instructions
Working knowledge of kitchen equipment and food production procedures
Ability to operate large and small kitchen equipment and tools
Ability to perform basic arithmetic operations
Ability to read recipes

Experience:
None

Major Responsibilities and Duties:

Food Preparation and Serving

1. Prepare quality food according to a planned menu of tested, uniform recipes.

2. Serve food according to meal schedules, departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.

3. Practice and follow proper portion control and proper use of leftovers.

4. Supervise storage and handling of food items and supplies. Maintain a clean and organized storage area.

Safety and Sanitation

5. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.

7. Keep garbage collection containers and areas neat and sanitary.

8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

9. Maintain personal appearance and hygiene.

Other

10. Handle and record cashier functions accurately.

11. Help with grocery and supply orders. Help record food requisitions and order necessary supplies.

12. Maintain daily food preparation records.

13. Complete annual continuing education requirements.

14. Promote teamwork and interaction with fellow staff members.

15. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____