

NEW CANEY INDEPENDENT SCHOOL DISTRICT

TITLE: Child Nutrition Specialist 5, 4, 3, 2, 1

QUALIFICATIONS:

1. A minimum of 6 months experience at next lower level of experience.
2. Ability to maintain personal food handlers' health requirements established by the state.
3. Ability to read menus and other instructions and prepare reports
4. Ability to lift and transport 40 pounds over a distance of 10 feet without assistance.
5. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

SPECIAL WORKING CONDITIONS: **Mental conditions/Physical Demands/Environmental Factors:** Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

REPORTS TO: Cafeteria Manager

PRIMARY PURPOSE: To ensure that student meals are properly prepared and nutritious. Also maintain an atmosphere of efficiency, cleanliness, and friendliness at all times.

TERMS OF EMPLOYMENT: Auxiliary, Employee-At-Will. Ten, 11, or 12 month year. Salary and work year established by the Board of Trustees. Daily hours established by supervisor.

WAGE/HOUR STATUS: Nonexempt

MAJOR DUTIES AND RESPONSIBILITIES:

1. Performs duties assigned by cafeteria manager. Examples of normal duties include cook, assistant cook, baker, and server. Performs in back-up positions, as needed.
2. Keep informed of and comply with all federal and state food serving requirements.
3. Assist with inventory control and ordering, as needed. Assist with the management of inventory documentation.
4. Assist with food shipments and storage of unused food received.
5. Ensure that food is prepared in accordance with recipe and served in correct portions, following cafeteria manager's instructions.
6. Assume responsibility to stock counters with food and serve during serving periods, as needed.
7. Maintain cleanliness of assigned food serving areas throughout serving period.
8. Perform daily and routine cleaning assignments assigned by cafeteria manager.
9. Promote, follow and maintain high standards of safety and good housekeeping in all working conditions.
10. Perform other duties as assigned by the supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The superintendent may assign duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of auxiliary personnel.

NCISD 7/04