

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SUMMER - CHILD NUTRITION ASSISTANT - DRIVER SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs manual labor serving meals and other food, and assisting in meal setup and cleanup tasks in a school cafeteria. Work may involve serving meals or a la carte items at a serving line, and participating in various cleanup activities. Employee also performs some routine tasks to assist in food preparation such as washing fresh fruit, opening canned fruits and juices, making salads and record keeping such as recording food temperatures and amounts of food prepared or leftover. Reports to a Cafeteria Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

Serves food at serving line, as necessary, providing a la carte items as requested or meal plates; answers inquiries pertaining to food and meal items.

Performs light food preparation tasks such as washing fresh fruits and vegetables, assembling salads, assembling and wrapping sandwiches, panning and heating food items, preparing tea, baking cookies, etc.

Unpacks and carries canned and fresh fruits, meats, and vegetables from storage to the food preparation area; transports breads, rolls, desserts, and other items from oven to specified areas; prepares juice, coffee, tea, etc., and carries them to specified areas; transfers food items from cooking utensils to serving lines. May transport food to external locations or multiple areas on and off school campuses.

Places food, condiments and supplies on serving lines; monitors serving lines to ensure they are clean and communicates with coworkers to ensure lines are kept well supplied during serving.

Cleans kitchen area and equipment and utensils to ensure that sanitation codes are maintained; washes pots, pans, and serving utensils by hand or by dishwashing machine, including adding detergent and sanitizing agent, and regulating temperature and water flow to thoroughly clean and sanitize pots and pans, serving and cooking utensils and silverware.

May perform various housekeeping duties in kitchen, such as sweeping and mopping floors; and in dining area such as wiping or washing tables, chairs or benches, walls, high dusting, floor drains, loading dock; carrying out garbage to dumpster, cleaning kitchen restroom, etc.

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Must know how to maintain proper sanitizer levels in all sanitizer sinks and containers.

Completes assigned reports including temperature logs. Follows HACCP procedures.

May open canned items, prepare condiment trays, fill drink cups, place milk in coolers, place ice cream in open freezers, etc., as directed.

Required to receive time management system training and required to properly understand and use the time management system on a daily basis.

Assists with putting up delivery stock items weighing 50 pounds or less in appropriate storage areas.

May assist with wrapping, recording, labeling, dating and putting away food and supplies at the end of serving time.

Takes and records temperatures and/or times of foods and food storage equipment. Completes assigned reports.

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

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

ADDITIONAL JOB FUNCTIONS

May assist with taking inventory, ordering food, and cooking as needed.

Answers questions regarding food served. Should be prepared to answer questions regarding ingredients to address food allergies or meal components eligibility.

May occasionally serve as cashier during breakfast or lunch as needed.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED preferred and some experience in food service, child care or housekeeping work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving

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instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Must be courteous and respectful of coworkers and customers.

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 customers' needs.

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.

Physical Requirements: Must be physically able to operate a variety of commercial kitchen equipment including ovens, steamers, fryers, braising pan, 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. Must be able to stand for hours. Must be able to bend, twist, lift, stoop and reach overhead to perform assigned tasks. Physical demand requirements are consistent with those for Medium Work..

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.

Language Ability: Requires the ability to read and understand a variety of correspondence, menus, recipes, work schedule and food production sheets, etc. 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, 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; 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.

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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.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license and maintain a good driving record. An employee assigned to this position is designated as Category "A". Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

KNOWLEDGE, SKILLS AND ABILITIES

Drive a School Nutrition Services vehicle to deliver meals to multiple off site locations.

May use their personal vehicle at times to support off site locations.

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

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

Ability to allocate time so that tasks are completed in a timely manner.

Some knowledge of food sanitation guidelines, TILT and HACCP procedures.

Some knowledge of the ingredients of regularly served foods.

Some knowledge of preparing and serving foods in a commercial food service operation.

Some knowledge of how to operate and clean kitchen equipment.

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

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

Ability to read and follow standardized recipes and instructions to prepare simple school food items.

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Ability to calculate simple recipe extensions.

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

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

Ability to read and follow written work schedule.

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

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.