

**JOB TITLE:** School Nutrition Program Assistant/Lunchroom Worker

**REPORTS TO:** School Nutrition Program Manager/Supervisor and Principal

**JOB SUMMARY:** To assist in preparing attractive, high quality, nutritious meals for students and staff in a safe and sanitary environment to meet the nutritional needs of students and staff while complying with local, state, and federal regulations.

**SUPERVISES:** N/A

**QUALIFICATIONS:**

- **Educational Level:** High School Diploma or GED Certification required.
- **Certificate/License Required:** Successful experience in food service area, preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to follow instructions and complete responsibilities guided by standard practices. Ability to establish and maintain effective working relationships. Ability to provide professional and cordial service to students and others. Knowledge of sanitation and work safety procedures. Ability to operate a computer terminal. Knowledge of food preparation procedures.

**PRIMARY JOB RESPONSIBILITIES:**

1. Assists in preparing quality, nutritious foods, using established procedures.
2. Prepares and serves food according to established standards to prevent contamination.
3. Ensures the proper serving of portions and substitutions.
4. Follows standardized recipes.
5. Assembles food and other supplies necessary to prepare recipes.
6. Measures and/or weighs ingredients according to instructions.
7. Uses correct utensils for preparation and serving.
8. Inspects returned trays of food to assess amount of food eaten versus waste.
9. Uses equipment correctly.
10. Prepares dining areas for the serving of meals.
11. Operates serving lines.
12. Cleans dining, service, and food preparation areas.
13. Acts as a cashier as needed.
14. Assists in preparing food for special events.
15. Follows sanitation and safety procedures in receiving, preparing, storing, and serving food.
16. Follows work schedules for the cleaning of work areas, utensils, and equipment.
17. Follows established procedures to maintain effective insect and rodent control systems.
18. Follows standards of sanitation in personal hygiene.
19. Practices safe grooming habits.

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20. Follows standards to check temperature of food and equipment.
21. Reports accidents and potential safety hazards to the manager or immediate supervisors within the required time and guidelines.
22. Uses, cleans, and stores knives and potentially dangerous small equipment items according to procedures.
23. Uses efficient work techniques.
24. Practices proper lifting procedures and able to lift up to 50 pounds with assistance.
25. Knows the location of, and how to operate fire extinguishers.
26. Cleans and sanitizes appliances and equipment and prepares trash for pickup.
27. Disposes of trash and leftover food.
28. Conducts end of the year cleaning of the total food service areas.
29. Promotes Nutrition Education.
30. Relates the importance of school meals to the health of students.
31. Attends job-related training classes and workshops.
32. Applies knowledge and/or skills obtained from in-service training and Professional Development courses to performance on the job.
33. Relates training to personal health and job responsibilities.
34. Participates in the preparation and service of special meal functions.
35. Relates and communicates positively to students, staff, administration, co-workers, and community members.
36. Conducts clerical duties assigned by the Manager.
37. Assists with inventories.
38. Accurately completes required forms.
39. Records food usage, as appropriate.
40. Utilizes work simplification techniques.
41. Reports defective equipment to supervisor.
42. Conducts training of new employees.
43. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS:**

**MEDIUM WORK:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary shall be paid consistent on the System's approved salary schedule. Length of work year and hours of employment shall be established by the System.

**EVALUATION:**

Performance of this job will be evaluated by the School Nutrition Program Manager/Supervisor and/or Principal.