

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Food Helper

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 184 days a year, 1 to 5.75 hours per day depending on school site.

JOB GOAL: To provide meals which are attractive, appealing, in an atmosphere of cleanliness and warmth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned.

1. Under supervision of the Kitchen Manager, assists in the preparation and serving of food in a quick and pleasant manner.
2. Carries out duties according to priority established by the Kitchen Manager.
3. Observes proper food safety procedures.
4. Cleans, maintains, and operates kitchen equipment.
5. Checks in groceries, stocks shelves and freezers, takes inventory.
6. Assists in washing dishes and performs general cleanup duty including clearing tables, counters and serving areas.
7. Keeps stoves, refrigerators, freezers, and other equipment clean and sanitary.
8. Observes and practices sanitation standards.
9. May be asked to transport food from school to school.
10. Record daily temperatures of equipment and menu items, when appropriate.
11. Acts as cashier during breakfast and/or lunch period to collect the necessary fee from students and staff.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of techniques involving proper food handling, cleaning and storage of food.
2. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
3. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
4. Recognizes and reports hazards, and conforms to safety standards as prescribed.
5. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
6. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Medium/heavy – Exerts force up to 50 lbs., frequently; or 10 lbs., constantly; or negligible for constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas, (i.e., ovens, grills, refrigerators/freezers, etc.)

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

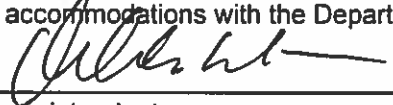
Working Conditions: Various computers, ovens, refrigerators, freezers, slicers, grills, ice machines, kitchen utensils and appliances, and other supplies necessary to perform the function of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

12/13/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____