CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Child Nutrition Assistant (5) **Department:** Child Nutrition

Grade E
H.P.D. 5
D.P.Y. 189

Job Description
Date Reviewed: July 2022 **Reports To:** Child Nutrition Manager

Purpose of Job

The purpose of this job is to provide support in the overall efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students. Under general supervision, performs as Child Nutrition Assistant in the Clarksville-Montgomery County School System. Duties and responsibilities include, but are not limited to, food preparation, serving food, washing dishes, setting up of serving lines, and putting away supplies. Reports to the Child Nutrition Manager

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Promotes good public relations and increased participation with students, faculty, and parents through outstanding customer service practices.

Works cooperatively with the Cafeteria Manager and other cafeteria personnel at all times to promote teamwork and efficient production.

Follows all Federal, State, School Board, and Departmental policies and regulations that pertain to the Child Nutrition Department.

Cooks and prepares foods while following stringent standardized recipes, USDA nutritional guidelines, centralized menus, HACCP Standards of Operating Procedures, Health Department regulations, and determines if the finished product is of the best quality both in flavor and appearance before it is served.

Operates essential commercial foodservice equipment to include but is not limited to; combi-ovens, convection ovens, blast chillers, meat slicers, food processors, tilting skillets, steamers, industrial kettles, & proofers.

Cashiers utilizing a computerized touch screen point of sale system with the responsibility to open and close tills, maintain a balanced cash drawer, correctly identify the customer, key in customer meal selections while verifying a USDA reimbursable meal versus ala carte sales, receive payments to customer accounts, and maintain strict confidentiality.

May be required to prepare food to be delivered to other schools; helps unload food delivery truck and food carts; collects carts, cookware and food for truck pick-up.

Sets up and monitors serving line for service and serves students and staff standard portions to insure that a reimbursable meal is served; checks food temperatures to keep food hot or cold as needed to meet health codes.

Keeps adequate supply of trays, napkins and flatware; stocks serving line utensils and ensures serving line is turned off after lunch.

Removes food from serving line to cool down, count, wrap, date and label to store after lunch; counts milk, return drinks to the refrigerator after service.

Responsible to wash and sanitize prep areas at the start and end of the day.

Performs major cleaning of equipment and work areas at regularly scheduled intervals.

Cleans and sanitizes pots, pans and utensils according to established procedure using the dish machine and/or three compartment sink following sanitation and safety rules.

Breaks down dish machine, wipes down prep tables, sinks and sweeps and mops floors.

Wipes out food warmers, ovens and steamers; cleans refrigerator, freezer and deep fat fryers.

Follows the trash and garbage collection policy and procedures in a sanitary fashion.

Keeps work area and serving areas clean to ensure safety of staff and students by cleaning up spills and sweeping up food from floors.

Follows instructions in all areas, performing and completing all scheduled tasks, to the required quality and time standards assigned by the Child Nutrition Manager.

Reports immediately to the manager any problem or accident occurring in the kitchen or the cafeteria areas.

Check in food and supply orders reporting any errors or discrepancies with deliveries to the manager such as shortages, damaged products, and/or incorrect invoices, using the established procedure and only signing invoices after each order has been verified.

Receives, dates and puts away new stock on shelves ensuring that FIFO and all safe handling procedures are used.

Assists in the accurate completion of a monthly physical inventory, daily production records, and in the preparation of other records as deemed necessary for the efficient operation of the program and auditing purposes.

Maintains exceptional organization calculating and planning food supply and preparation needs for the following day.

Participates in staff meetings and in-service training programs to stay informed and to extend his/her knowledge and ability in the various areas of the Child Nutrition Program.

Maintains personal appearance and hygiene according to policy.

Performs additional duties as assigned by the Child Nutrition Manager.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent is required, with three to six months of food service, preparation and cash handling experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and equipment such as stoves, ovens, deep fryers, mixers, steamers, slicers, food processors, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Child Nutrition Assistant (5). Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Child Nutrition Assistant (5).

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using cafeteria and kitchen equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, cafeteria and kitchen equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the position of Child Nutrition Assistant (5).

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures and activities of the School System and cafeteria operation practices as they pertain to the performance of duties relating to the job of Child Nutrition Assistant (5). Has general knowledge of cafeteria practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, embers of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret food production reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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Employee's Signature **Supervisor's Signature**

_____ _____

Employee's Munis Number **Date**

_____

Date