

**Killeen Independent School District
Job Description**

Job Title: Permanent Substitute School Nutrition Worker
Department: School Nutrition
Report To: School Nutrition Manager
FLSA Status: Non-exempt, 185 days

SUMMARY Prepares appropriate safe quantities of food to meet menu requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Prepares quality food according to a planned menu of tested, uniform recipes.

Stores and cares for food items and supplies; maintains a clean and organized storage area.

Cleans the cafeteria kitchen (equipment, tables, utensils, sinks, floors, storeroom, restroom, dish room, refrigerators and freezers), including sweeping and spot mopping and taking out the trash as needed. These tasks should be performed during and immediately following the breakfast and lunch meal.

Cleans the cafeteria dining area. This includes the table tops, chairs, sweeping, spot mopping spills, and taking out the trash as needed. These tasks should be performed during and immediately following the breakfast and lunch meal.

Stacks the cafeteria chairs on the tables after the lunch meal has been served.

Reads labels and uses appropriate chemicals to clean and sanitize kitchen facility and dining room.

Cares for and uses equipment in a safe and efficient manner.

Obtains food items from shelves, freezers, coolers, bins, tables, or containers.

Serves food according to meal schedules, policies, procedures and National School Lunch Program guidelines.

Dispenses beverages and warms food items in oven.

Maintains garbage collection containers and areas in a neat and sanitary fashion.

Stamps, marks, or labels food.

Sets up displays and stocks shelves, coolers, counter bins, tables, freezers, containers, or trays.

Performs cashier functions, as assigned.

Follows established procedures to ensure standards of cleanliness, HACCP compliance, health, and safety.

Must be willing to work at different locations throughout the school district as needed during the workday.

Performs such other tasks as maybe assigned by the School Nutrition Supervisor, Cafeteria Manager, or Principal.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE Less than a high school diploma, high school diploma or general education degree (GED).

LANGUAGE SKILLS Ability to read and comprehend instructions, short correspondence, and memorandums in English.

MATHEMATICAL SKILLS Ability to add and subtract, multiply, and divide in all units of measure, using whole number, common fractions and decimals.

REASONING ABILITY Ability to understand and carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATIONS, LICENSES, REGISTRATIONS Current Food Handler's Card obtained from the Bell County Public Health District.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, see, and hear. The employee is frequently required to walk; use hand to finger, handle or feel and reach with hands or arms. The employee must occasionally lift/move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to wet/humid conditions, moderate hot/cold temperatures, and moving kitchen equipment. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate. Exposure to extreme hot/cold temperatures is usually moderate.

OTHER SKILLS AND ABILITIES Use large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher, and food utility carts.

ADDITIONAL INFORMATION Must have a professional standard of appearance and dress as required by School Nutrition.

Prepared By: Frank Crayton, Coordinator for Auxiliary Personnel
Prepared Date: February 8, 2008
Revised By: Sherri Worley, Coordinator for Auxiliary Personnel
Revised Date: April 22, 2011

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.