



## ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

### **JOB DESCRIPTION**

**TITLE:** Child Nutrition Program Worker

**QUALIFICATIONS:**

- High school diploma, GED, or equivalent training preferred.
- Possession of current Food Handler and/or ServSafe certification preferred, or must be obtained within first year of employment.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

**REPORTS TO:** CNP Manager and CNP Director

**SUPERVISES:** Students

**CONTRACT DAYS:** 184 days.

**SALARY:** Salary is based on appropriate step on the approved OCS salary schedule.

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

**JOB GOAL:** To prepare and serve attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness while complying with all local, state and federal food safety and sanitation requirements.

**ESSENTIAL JOB 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.

1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Assists in implementing all policies and rules governing student life and conduct.
6. Perform reasonable duties necessary for the safe and effective operation of the school.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relations skills and professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Contribute to the overall development of an effective school program.

11. Qualified in food preparation, cooking, cleaning, serving, storage and facility maintenance. Will be required to be Serv-Safe certified within the first year of employment.
12. Follows work schedule and performs assigned duties.
13. Demonstrates ability to perform assigned duties and shows a commitment to professional growth.
14. Ability to work as a team. Maintains good relations with director/manager, staff, peers and students.
15. Maintains highest standards of safety and sanitation in work area.
16. Operate and maintain food service equipment in a safe and skillful manner.
17. Supports federal, local and state public health laws and standards.
18. Prepare food according to planned menus, using approved school recipes and safe good handling procedures.
19. Serve food to students, teachers, staff and community.
20. Operate computer terminal for cashiering activities.
21. Perform custodial, dish room and/or storeroom duties as assigned.
22. Maintain records and reports as required by director/manager.
23. Follow attendance, punctuality and proper dress rules.
24. Maintain confidentiality regarding school/student/workplace matters.
25. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
26. Keep director/manager informed of potential problems or unusual events.
27. Perform other duties as might be reasonably assigned by supervisors, Superintendent or by direction of the Board.