

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

January 2009

#### SECTION I: GENERAL INFORMATION

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| <b>Position Title:</b><br>Child Nutrition Associate I  | <b>Department:</b><br>Child Nutrition      |
| <b>Immediate Supervisor's Position Title:</b><br>Child Nutrition Manager   | <b>FLSA Status:</b><br>Non-Exempt          |
| <b>Band/Grade/Subgrade:</b><br>A-1-1   | <b>Bargaining Unit:</b><br>Child Nutrition |
| <b>Job Summary:</b><br><br>Under the general direction of the Child Nutrition Director and the daily guidance of the Child Nutrition Manager, the Child Nutrition Associate I performs a variety of duties to assist in the set up and serving of food and cleaning and sanitation of the child nutrition operation. This classification represents the first level within a three level classification series of Child Nutrition Associates. This classification differs from that of Child Nutrition II, in that, the Child Nutrition Associate I represents the entry level within the series where the incumbents are primarily engaged in the serving and set up of food and cleaning of pots, pans, and kitchen areas. This classification is expected to learn, train, and backup other areas and assignments within the kitchen with increased experience and as delegated by the Child Nutrition Manager. |  |

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees have a responsibility to be familiar with the facility's safety and emergency procedures and to comply with these rules and guidelines incorporating safe work practices and to use all safety devices according to established procedures.

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| Duty/Responsibility No:  | 1   | Statement of duty/responsibility:<br>Follow and maintain standards of cleanliness and sanitation. |
| Percent of Time:   | 50% |   |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>• Comply with expectations for appearance and personal hygiene.</li><li>• Follow proper procedures for handling various food items.</li><li>• Keep work surfaces, counters, tabletops, chairs and sinks clean.</li><li>• Clean and sanitize pots, pans and utensils used in meal preparation and serving.</li><li>• Sweep and mop kitchen, storage and lunch room areas.</li><li>• Dispose of boxes, cans and other waste items according to established procedures.</li><li>• Ensure that the kitchen meets health and safety laws and regulations.</li></ul> |     |   |

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| Duty/Responsibility No: | 2   | Statement of duty/responsibility:<br>Serve food ensuring correct portions are given out and that health and safety standards are met. |
| Percent of Time:        | 25% |   |

**Tasks involved in fulfilling above duty/responsibility:**

- Keep serving lines running smoothly - including ensuring food is kept at proper temperatures.
- Replenish food lines, as needed.

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| Duty/Responsibility No:  | 3  | Statement of duty/responsibility:<br>Set up, break down and replenish food and supply items for food lines or storage areas. |
| Percent of Time:   | 5% |  |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Set up food items, condiments and supplies for serving lines.</li><li>Replenish food and supply items on various food lines and/or a la carte lines as needed.</li><li>Replenish coolers with appropriate foods and beverages.</li><li>Break down serving lines.</li></ul> |    |  |

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| Duty/Responsibility No:  | 4  | Statement of duty/responsibility:<br>Assist in the preparation of food items. |
| Percent of Time:   | 5% |   |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Assist with and/or prepares menu and/or a la carte food items.</li><li>Cover, label, date and store food items appropriately.</li><li>Follow HACCP established procedures.</li></ul> |    |   |

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| Duty/Responsibility No:   | 5  | Statement of duty/responsibility:<br>Assist in the inventory and delivery of food and supply items. |
| Percent of Time:  | 5% |   |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Sort, distribute and store supplies in appropriate areas</li><li>Organize and rotate products in all storage areas according to expiration dates and first in/first out guidelines.</li><li>Follow HACCP established procedures</li></ul> |    |   |

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| Duty/Responsibility No:  | 6  | Statement of duty/responsibility:<br>Assist in the running of computer “point of sale” programs. |
| Percent of Time:   | 5% |  |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>• Monitor trays to ensure that qualifying food items for a reimbursable meal are taken.</li><li>• Collect money from students and ensures students know when balances in accounts are low.</li><li>• Input food purchases into computer system during lunch periods or other times throughout the day.</li></ul> |    |  |

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| Duty/Responsibility No:   | 7  | Statement of duty/responsibility:<br>Perform other comparable duties of a like or similar nature as assigned. |
| Percent of Time:  | 5% |   |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Attend training sessions, district departmental meetings and in-services.</li></ul> |    |   |

- Train and learn other activities, functions and job assignments within the food service operation as delegated by the Child Nutrition Manager.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b> |                               |  |  |
| <b>REQUIRED EDUCATION/TRAINING</b><br>(choose one)  |                               | <b>DEGREE INFORMATION:</b><br>Type of degree: (B.S., M.A., etc.)   |  |
|   | less than high school diploma |  | <b>Major field of study or degree emphasis:</b>  |
| X   | High school diploma or GED.   |  |  |
|   | 1 year college                | 2 years college  |  |
|   | 3 years college               | 4 years college  |  |
|   | 1st year graduate level       |  | <b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Fundamentals of food production and operations.</li> <li>• Knowledge of laws, rules, regulations and requirements pertaining to food handling, sanitation and food production.</li> <li>• Knowledge concerning the operation of food equipment and dishwashers.</li> </ul> |
|   | 2nd year graduate level       |  |  |
|   | Doctorate level               |  |  |
| <b>Required Work Experience in Addition to Formal Education/Training:</b>   |                               |  |  |
| <b>Required Supervisory Experience:</b>   |                               |  |  |
| <b>LICENSE/ CERTIFICATION</b>   |                               | <b>Identify licenses/certification required upon hiring:</b>   |  |
| <b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>  |                               | <b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> <li>• Customer relation skills in dealing appropriately with and interacting with children and staff.</li> <li>• Use and operation of point of sale programs/computers.</li> <li>• Storage of food items and rotation of food items.</li> <li>• Serving and portioning of food items.</li> <li>• Cleaning and sanitation of food areas, dispensers and equipment.</li> <li>• Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules.</li> <li>• Operating dishwashers, food dispensers and other kitchen equipment.</li> <li>• Ability to read, understand, and follow safety procedures.</li> </ul> |  |

| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS |   |                |
|--|---|----------------|
|  | Titles of Positions Directly Supervised | # of Employees |
| 1  |   |                |
| TOTAL  |   | 0              |

| INDIRECT SUPERVISION:                      |          |
|--|----------|
| Number of employees indirectly supervised: | Total: 0 |

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| <b>HAZARDOUS WORKING CONDITIONS:</b><br><i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | <p>Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions.</p> <p>Tools/equipment (i.e. knives) used in the kitchen provide for the potential for injury. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district.</p> |
|---|---|

| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |       |                    |                   |                      |
|--|-------|--------------------|-------------------|----------------------|
| Employee is required to:   | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand  |       |                    |                   | X                    |
| Walk   |       |                    | X                 |                      |
| Sit  |       | X                  |                   |                      |
| Use hands dexterously (use fingers to handle, feel)                                |       |                    |                   | X                    |
| Reach with hands and arms  |       |                    | X                 |                      |
| Climb or balance   |       | X                  |                   |                      |
| Stoop/kneel/crouch or crawl  |       | X                  |                   |                      |
| Talk or hear   |       |                    |                   | X                    |
| Taste or smell   |       | X                  |                   |                      |

| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |       |                       |                      |                         |
|--|-------|-----------------------|----------------------|-------------------------|
| <u>Employee is required to:</u>  | Never | 1-33%<br>Occasionally | 34-66%<br>Frequently | 66-100%<br>Continuously |
| Physical (push & pull, Lift & carry):<br>up to 10 pounds                           |       |                       |                      | x                       |
| up to 25 pounds  |       | x                     |                      |                         |
| up to 50 pounds  |       | x                     |                      |                         |
| up to 75 pounds  | x     |                       |                      |                         |
| up to 100 pounds   | x     |                       |                      |                         |
| more than 100 pounds   | x     |                       |                      |                         |

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| <p><b>PHYSICAL JOB REQUIREMENTS:</b> Indicate according to essential duties/responsibilities</p> <p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Medium Work:</b><br/>Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p> |
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#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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|---|------------------------------|
| <p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>                      |                              |
| <p>_____<br/><b>Signature – Department Head</b></p>   | <p>_____<br/><b>Date</b></p> |
| <p>_____<br/><b>Signature – Human Resources</b></p>   | <p>_____<br/><b>Date</b></p> |
| <p><b>Classification History:</b></p> <p>Created by: BCC, LLC (RWB) 09/03.<br/> Revised 04/04 by BCC<br/> Revised 05/05 by JK<br/> Revised 02/12 by Human Resources</p> |                              |