

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

January 2009

SECTION I: GENERAL INFORMATION

Position Title: Child Nutrition Associate II	Department: Child Nutrition
Immediate Supervisor's Position Title: Child Nutrition Manager	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-2	Bargaining Unit: Child Nutrition
Job Summary: Under the general direction of the Child Nutrition Director and the daily guidance of the Child Nutrition Manager, the Child Nutrition Associate II performs a variety of duties involved in the preparation, set-up and cooking of food. This classification differs from that of Child Nutrition Associate I, in that, the Child Nutrition Associate II represents work of greater variety, is cross trained in a multiple of areas within food service and represents a more experienced food associate. Because of the similarity of job tasks and the nature of assignments across buildings, there is a considerable amount of overlap between specific job duties assigned to Child Nutrition Associates in general. 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.

Duty/Responsibility No:	1	Statement of duty/responsibility: Assist in the preparation and cooking of food items.
Percent of Time:	35%	

Tasks involved in fulfilling above duty/responsibility:

- Prepare and cook food products for breakfast, lunch, salad bar and/or a la carte lines according to daily menu needs.
- Utilize pre-made (i.e. frozen) items, if applicable, and cuts, portions, pans and cooks items.
- Prepare hot and/or cold sandwiches and fillings.
- Prepare fruits and vegetables and salads for various food lines and/or a la carte.
- Assist in portioning dough for cookies.
- Cover, label, date and store food items appropriately.
- Follow HACCP established procedures.

Duty/Responsibility No:	2	Statement of duty/responsibility: Set up, break down and replenish food and supply items for food lines or storage areas.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Set up food items, condiments and supplies for food lines.
- Replenish food and supply items on various food lines and/or a la carte lines as needed.
- Replenish coolers with appropriate foods and beverages.
- Break down serving lines.

Duty/Responsibility No:	3	Statement of duty/responsibility: Follow and maintain standards of cleanliness and sanitation.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Comply with expectations for appearance and personal hygiene.
- Follow proper procedures for handling various food items.
- Keep work surfaces, equipment, counters, tabletops, chairs and sinks clean.
- Clean and sanitize pots, pans and utensils used in meal preparation and serving.
- Sweep and mop kitchen, storage and lunch room areas.
- Dispose of boxes, cans and other waste items according to established procedures.
- Ensure that the kitchen meets health and safety laws and regulations.

Duty/Responsibility No:	4	Statement of duty/responsibility: Assist in the running of computer “point-of-sale” programs.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Monitor trays to ensure that qualifying food items for a reimbursable meal are taken.
- Collect money from students and ensures students know when balances in accounts are low.
- Input food purchases into computer system during lunch periods or other times throughout the day.

Duty/Responsibility No:	5	Statement of duty/responsibility: Serve food ensuring that correct portions are given out and that health and safety standards are met.
Percent of Time:	10%	

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.

Duty/Responsibility No:	6	Statement of duty/responsibility: Assist in the ordering, inventory and delivery of food and supply items.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Calculate needs and orders food and supply items from established vendors
- Verify accuracy of daily deliveries in comparison to order placed.
- Sort, distribute and store supplies in appropriate areas
- Organize and rotate products in all storage areas according to expiration dates and first in/first out guidelines.
- Follow HACCP established procedures

Duty/Responsibility No:	7	Statement of duty/responsibility: Perform other comparable duties of a like or similar nature as assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attend training sessions, district departmental meetings and in-services.
- Train and learn other activities, functions and job assignments within food production operations as delegated by the Child Nutrition Manager.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Fundamentals of food production and operations. Knowledge of laws, rules, regulations and requirements pertaining to food handling, sanitation and food production. Knowledge concerning the operation of food equipment and dishwashers. 		
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: Minimum of one year food production experience.				
Required Supervisory Experience:				
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> 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. Customer relation skills in dealing appropriately with and interacting with children and staff. Use and operation of point of sale programs/computers. Ability to operate a cash register, computer and calculator. Storage of food items and rotation of food items. Serving and portioning of food items. Learning and assisting in food production reports, ordering and related reports/counts.
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	<ul style="list-style-type: none"> • Preparation, slicing, and set up of food items and materials for ala carte, main and alternative lines. • Cleaning and sanitation of food areas, dispensers and equipment. • Applying and following sanitation procedures and operations in accordance with food service operational procedures and rules. • Operating dishwashers, food dispensers and other kitchen equipment. • Ability to read, understand, and follow safety procedures.
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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

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	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. 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.
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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 (push & pull, Lift & carry): 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			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

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.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Created by: BCC, LLC (RWB) 9/03.
Revised 04/04 by BCC
Revised 05/05 by JK
Revised 02/12 by Human Resources