

NORTH WASCO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION – Classified – Nutrition Services I

Title: Nutrition Services I
Classification: Classified/ESP
Reports To: Director of Food Services
Work Year 186 Days/Year

Job Purpose Statement/s:

Engages in preparing, cooking, serving food and cleaning up after food has been served in a school cafeteria by performing the following duties.

Qualifications:

Education: High School diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing.
- Employee must have the ability to obtain and maintain a Food Handler's Permit.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Knowledge of basic kitchen utensils and equipment and their appropriate use;
- Knowledge of measurements used in portioning ingredients;
- Some knowledge of methods of food and food preparation;
- Knowledge of safety and sanitation procedures, as required by local sanitarian;
- Skill in basic food preparation;
- Ability to prepare food according to prescribed recipes with little constant supervision once procedures are learned;
- Ability to accurately transfer, record or convey information, materials and money as required by the position;
- Ability to maintain a neat and clean appearance in compliance with sanitation and safety standards;
- Ability to develop and maintain a positive and effective working relationship with coworkers, students, parents and other employees;
- Ability to organize workload to meet deadlines.

Essential Duties and Responsibilities

- Performs routine food preparation;
- Receives and records payment on student accounts;
- Receives prepared food upon delivery and stores properly until serving time;
- Sets up serving line and other food service area(s), and supervises student and/or volunteer workers;
- Serves food using control portion size to insure appropriate quantities;
- Puts away leftover food and clears tables and food service areas;
- Washes counters, tables, dishes, pans and equipment; operates dishwasher maintaining operations in accordance with approved health and safety standards;

- Performs general cleaning duties and follows proper sanitation and safety procedures;
- Cleans and prepares for serving fresh vegetables and fruits; duties may include shredding, dicing, grating, and slicing food as specified in recipes;
- Brings supplies from storeroom and puts supplies away when delivered;
- Reports immediately to the Nutrition Services Supervisor any problems or accidents occurring in the kitchen and any faulty equipment or inferior quality food;
- Maintains security over the inventory and equipment in the kitchen area.

Supervisory Responsibility: Gives direction to student and/or volunteer workers.

Language Skills

- Knowledge of English and designated foreign language. In both written and verbal form; use correct punctuation, grammar and spelling.
- Ability to read and comprehend instructions given orally and/or in writing.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to students, volunteers, coworkers or other employees.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Reading Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Physical Requirements:

- In an eight-hour day employee may:

a. Stand/Walk	{ }None	{ }1-4 hrs	{x }4-6 hrs	{ }6-8 hrs
b. Sit	{ }None	{ }1-3 hrs	{x }3-5 hrs	{ }5-8 hrs
c. Drive	{ }None	{x }1-3 hrs	{ }3-5 hrs	{ }5-8 hrs
- Employee may use hands for repetitive:

{x}Single Grasping	{x} Pushing and Pulling	{x} Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

Yes No

4. Employee may need to:

- | | | | |
|-----------------|--|--|-------------------------------------|
| a. Bend | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date