

JOB DESCRIPTION
THOMASVILLE CITY BOARD OF EDUCATION

ASSISTANT - CHILD NUTRITION PROGRAM

RESPONSIBLE TO: CNP Manager

QUALIFICATIONS:

1. A high school diploma or GED is preferred.
2. Knowledge of food preparation requirements is desirable.
3. Work experience in quantity food production and service is desirable.
4. Background clearance through FBI and ABI processes.
5. Completion of a sanitation class (10 or more hours) is desirable.

DUTIES AND RESPONSIBILITIES:

1. Regular and punctual attendance required; full compliance with Thomasville City Schools' sick leave policy.
2. Assist in the preparation and serving of food in a quick and pleasant manner.
3. Assume responsibility during meal service periods, to see that the supply of foods offered is replenished regularly.
4. Perform major cleaning of equipment and storerooms at regularly scheduled intervals that comply with HACCP regulations as designated by the lunchroom manager.
5. Comply with all HACCP requirements and completes forms as required.
6. Follow work schedule and work assignments made by the manager.
7. Practice acceptable health habits and work habits which are in keeping with current health guidelines.
8. Maintain standards of work and conduct established for Child Nutrition Program employees.
9. Participate in service training opportunities offered by the local school and School system.
10. Maintain a positive, friendly attitude in all job relationships.
11. Records food used for meal preparation. Become skilled in the operation of all available equipment.
12. Make daily check of freezers, coolers, and equipment used in food storage and preparation. Keep a record of inside temperature of freezers and coolers.
13. Set-up, use, clean and store food, equipment and supplies safely according to established guidelines.
14. Wash dishes, trays, flatware, using power dish equipment.
15. Wash pots, pans, and utensils using three compartment sink procedures established by Health Department.
16. Clean dining area.
17. Unpack supplies and assist with stocking dry storage, refrigeration, and freezer shelves.
18. Wear clean clothing and shoes required for Child Nutrition Program employees.
19. Complete SERVESAFE certification course.
20. **Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.**

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work a full shift and overtime if requested.
2. Ability to read and follow written and oral directions.
3. Ability to do simple mathematics.
4. Ability to learn and to follow prescribed preparation methods of handling food and supplies.
5. Ability to complete production records.
6. Ability to work with both hands on assigned food preparation.
7. Ability to use equipment timers and controls.
8. Ability to use ingredient scaling equipment.
9. Capable of working for six hours in a cold or hot humid kitchen environment.
10. Capable of standing for long periods of time on quarry floors during food preparation.
11. Capable of lifting moderately heavy cases of food from floor level to storage shelves, located from one to five feet from floor.
12. Capable of using floor cleaning equipment to sweep, mop, and/or scrub, as needed.
13. Ability to be a safe food handler, free of diseases which may be transmitted by food.
14. Ability to follow and pass required sanitation standards and training
15. Ability to empty 50 gallon trash receptacle into an eight yard dumpster.
16. Ability to use trash receptacle washer.
17. Ability to read chemical product sheets and follow required safety procedures which using and cleaning food preparation equipment.
18. Ability to transfer extremely hot food pans from food preparation equipment to serving area.
19. Ability to use food preparation equipment that dice, slice, cut, chop, fry, brake, steam, braise, broil, boil, and puree using required manufacturer's safety recommendations.
20. Ability to use six foot step ladder for weekly cleaning of kitchen ventilation system.
21. Ability to disassemble, clean and reassemble food preparation and cleaning equipment.
22. Ability to work with a significant diversity of individuals and//or groups, and perform effectively as a team member.

JOB GOAL:

Through the training program, acquire skills, knowledge, and experience to perform as a member of the Child Nutrition Program staff and to serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

EVALUATION:

Job performance for non probationary personnel will be evaluated by the immediate supervisor based on Board policy. Probationary personnel will be evaluated annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the grievance procedure.