Brunswick County Schools

Official Job Description

TITLE: **Child Nutrition Assistant/Bus Driver**

PRIMARY FUNCTION:
Performs a variety of routine kitchen tasks essential to the efficient operation of the Child Nutrition Program. Responsibilities include the preparation, serving, and storage of food; Cleaning and maintaining food service areas; Cashiering; operation of commercial foodservice equipment. Work is performed under the direct supervision of the CN Manager and is reviewed on an ongoing basis. An employee hired into this position will serve as a substitute bus monitor on an as needed basis when a regular bus monitor is unavailable until receipt of bus driving credentials. Once bus driving credentials are received, the employee will serve as a substitute bus monitor or substitute bus driver on an as needed basis when a regular bus monitor or bus driver is unavailable.

QUALIFICATIONS:

Education:
- Have a High School diploma or GED equivalency

License:
- Valid North Carolina driver's license required at hire in good standing
- An employee hired into this position is required to obtain a Bus Driver's License within 6 months of hire date.

Experience:
- Some Food Service experience preferred
- Some experience operating delivery-type vehicles preferred
- Have the ability to perform moderate physical work with continuous standing
- Have the ability to follow instructions
- Be able to communicate well with adults and children

ESSENTIAL FUNCTIONS:
- Have the ability to learn prescribed food preparation methods
- Know policies and procedures of Brunswick County Schools
- Assists in quality food production and service.
- Possesses excellent customer service skills
- Promotes and maintains high standards of sanitation of safety and demonstrates acceptable personal grooming practices.
- Knowledgeable of and practices the proper use and care of equipment.
- Assists the manager to ensure that food, supplies, and equipment are adequate to operate an effective cafeteria.
- Assists manager in maintaining an up-to-date and accurate inventory of all products.
- Assists in receiving and storing supplies, food, and equipment in accordance with local, state, and federal guidelines.
- Responsible for carrying out the assigned duties of collecting, and recording monetary receipts.
- Assists manager with compiling daily records and reports.
- Possesses a willingness to learn and implement new techniques and practices.
- Knowledge of current developments in school foodservice and shares information with other child nutrition staff.
- Knowledgeable of nutrition education information and shares this information with other school personnel and students.
- Helps establish a pleasant and positive image in the cafeteria. Serves food graciously and practices good communications skills.
- Employee is expected to possess interpersonal relationship skills necessary to maintain a harmonious work environment.
- Serves as a school bus driver and/or monitor as needed (See Bus Driver or Bus Monitor job description for specific duties of each position).
- Performs all other duties as assigned by the Child Nutrition Manager.

REPORTS TO: Cafeteria Manager

PHYSICAL DEMANDS:
Strength and energy sufficient to maintain an active work schedule involving driving and/or physical exertion; Hearing and speaking to exchange information; Seeing to perform assigned duties; standing, stooping, or sitting for extended periods of time; Dexterity of hands and fingers to operate office equipment; Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed; lifting light and heavy objects (maximum 40 lbs), ability to distinguish between colors. Must be able to withstand cold and hot temperatures

Special Requirements:
This specification has been designed to represent the general nature and level of work found in positions in this class. As such, it is not intended to contain all of the duties and qualifications required of an employee in this position or as identification of essential functions as required by ADA.

TECHNOLOGY REQUIREMENTS:
- Convection/combination ovens and ranges
- Steam table
- Point of Sale system computer
- Personal computer
- Food warmers
- Refrigerators
- Freezers
- Ten-key calculator
- Milk cooler
- Dishwashing machine
- Office supplies
- Can opener
- Knives
- Appliances
- Steam pot
- Proper use of 2-way radio

TERMS OF EMPLOYMENT: 9.5-month position

SALARY GRADE: A - Paid on the Bus Driver or Bus Monitor salary schedule for time worked as a Bus Driver or Bus Monitor.

FLSA STATUS: Non-exempt and may have overtime hours.

OSHA: A CN Assistant is not expected to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

ADA: The employer will make reasonable accommodations to enable individuals with disabilities to perform essential job functions in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.