

Ashe County Schools Job Description

POSITION	Child Nutrition Assistant
TERM	10-month
FLSA STATUS	Non-Exempt
EDUCATION	High school diploma or equivalent
EXPERIENCE	Food service experience preferred
PAY GRADE	Pay grade 50
REPORTS TO	CN Site Manager in partnership with the school district's Director of Child Nutrition

GENERAL SUMMARY

The cafeteria assistant performs a variety of job functions essential to the successful operation of the local school cafeteria. The job functions include food production; sanitation, safety, and security; cashiering, customer service; program regulations and accountability; equipment use and care; and professional excellence. The cafeteria assistant works under the supervision of an assigned manager and in partnership with others in the School Nutrition program and school district to support a sound nutrition food program while following federal, state, and local guidelines.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High school diploma or equivalent required
- Food service experience preferred
- Ability to read and interpret detailed instructions, schedules, and recipes.
- Ability to quickly process financial transaction using mathematical knowledge and point of sale program provided (Cashiering)
- Have ability to learn food preparation skills on the job
- Be able to work independently in completing food preparation and cleaning tasks within assigned time frames

DUTIES AND RESPONSIBILITIES

- **Food Production**
 - Maintain high standards for quality food production and service
 - Follow operational procedures for efficient and effective food production and service
- **Sanitation, Safety, and Security**
 - Maintain an environment conducive to protecting the health and well-being of the school's children through high levels of food safety and sanitation standards
 - Maintain a safe facility for performance of work
- **Cashiering and Customer Service**
 - Be accountable for accurate exchange of monies, count, and prepare money for deposit
 - Know and follow collection procedure approved for SN program
 - Accurately complete cashier's drawer log and the end of each meal period

- o Maintain quality standards for the presentation and service of food in a pleasant environment
 - o Effectively communicate with students, staff and customers
- **Program Regulations and Accountability**
 - o Maintain integrity and accountability of the School Nutrition Program through compliance with all federal, state, and local regulations
 - o Maintain accountability of recorded documentation for compliance with federal, state, and local regulations
 - o Comply with school/district/school nutrition policies and procedures
- **Equipment Use and Care**
 - o Implement School Nutrition policies for proper use and care of all equipment
- **Professional Excellence**
 - o Perform all duties and responsibilities in an ethical and professional manner
 - o Communicate effectively with SN manager and other employees
 - o Demonstrate a positive attitude and team member skills of the school community

WORKING CONDITIONS

- Must be able to stand for extended periods of time
- Must be able to lift 30 pounds on a regular basis
- Must be able to withstand exposure to frequent noise and extreme temperature changes
- Must be able to work in fast-paced environment that involves frequent bending, squatting, stooping, lifting, standing, pulling, pushing, and various other requirements

ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*

