

REGIONAL SCHOOL UNIT NO. 10

JOB DESCRIPTION

JOB TITLE: Nutrition Service Worker

REPORTS TO: Production Manager
Director of Nutrition Services

QUALIFICATIONS: (Preferred)

- High School Diploma or equivalent
- Criminal History Record Check (CHRC from MDOE)
- Prior experience in the food service industry
- State certification in sanitation.
- Negative TB test.

NATURE OF WORK: This is a skilled position requiring varied experiences in food production and service, including the preparation of various baked goods.

ESSENTIAL FUNCTIONS:

- Responsible for maintaining a high standard of nutrition operation.
- Prepare baked or cooked products as required for breakfast, lunch, and after-school programs.
- Responsible for bakery or cooked items, satelliting and serving, while meeting nutrient requirements mandated by the United States Department of Agriculture.
- Assists in maintaining a high standard of sanitation and safety.
- Assists in cleaning of work areas.
- Assists in setting up and serving meals.
- Working knowledge of food preparation and service.
- Performs other work as assigned by the Production Manager or the Director of Nutrition Services.

PERFORMANCE RESPONSIBILITIES:

- Knowledge of United States Department of Agriculture Dietary Guidelines.
- Physical demands:
 - Ability to lift 25 pounds independently.
 - Required to walk and continuously stand for long periods of time.
 - Climbing, kneeling, and reaching in storerooms, which requires a full range of shoulder and back movement.
- Knowledge of safety and health standards concerning storage, preparation, and disposal of food.
- Ability to establish and maintain effective teamwork with co-workers.
- Ability to maintain positive relationships with other school personnel and the students.

- Ability to understand and carry out oral and written instructions with minimal supervision.
- Check the menu for the day and take out standardized recipes.
- Ability to understand and use standardized recipes, including weighing and measuring products, following directions, and equipment instructions.
- Assembles utensils for food preparation.
- Ability to meet courteously with the public, administrators, parents, staff, students, and elected officials.
- Maintains a neat and professional appearance through proper attire and grooming.
- Responsible for quality assurance of all finished products.
- Ability and knowledge to properly sanitize equipment and work areas.
- Cleans kitchen and cafeteria tables.
- Ability to maintain numeric as well as other required records.
- Ability to accurately record inventory.
- Responsible for reporting food and supply orders to the Production Manager.
- Perform other work assigned by the Production Manager or the Director of Nutrition Services.

EVALUATION:

Job performance will be evaluated annually in accordance with provisions of School Board policy.

Approved by Board of Directors: 5/15/06

Revised by Personnel Committee: 3/20/24