

Sheffield City Schools
Job Description – Child Nutrition Program (CNP) Employee

POSITION TITLE: Child Nutrition Program (CNP) Employee

QUALIFICATIONS: High school graduate or equivalent (GED) and academic competency in basic skills. Good physical and emotional health including ability to perform duties described in essential functions. Effective interpersonal communication skills. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Child Nutrition Program Director

JOB GOAL: Demonstrates excellent customer service while preparing food that is attractive and nutritious; serves meals in a friendly and efficient manner.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Performs work in the Child Nutrition Program in accordance with regulations, policies, and procedures.
2. Assists with basic food preparation and proper food storage.
3. Follows verbal and written instructions.
4. Prepares food as assigned according to the planned menu.
5. Follows recipes accurately.
6. Maintains working knowledge of kitchen equipment.
7. Prepares service lines for meal time.
8. Assumes responsibility for serving and replenishing menu items.
9. Provides cordial and professional service while working cooperatively with others. Capable of maintaining emotional control.
10. Cleans and maintains orderly, safe and sanitary conditions in compliance with applicable regulations.
11. Assumes responsibility for storage and disposal of foods.
12. Receives, transports and stores food deliveries appropriately.
13. Displays good personal grooming and appropriate dress for food service according to the Child Nutrition Program Handbook.
14. Maintains confidentiality of work-related issues, records, and school related information.
15. Be regular and punctual in attendance.
16. Perform duties in a manner that will promote good public relations.
17. Understands and complies with Sheffield City Board of Education policies and procedures.
18. Adequate physical mobility including, but not limited to, the ability to perform the following: (a) work in a standing position for prolonged periods of time, (b) lift and/or carry moderate weight daily (15-45 pounds), (c) walk, balance, bend, kneel, and reach, and (d) exert adequate force to push/pull at least 40 pounds.
19. Capable of working in an environment which may include, but not limited to, exposure to the following: (a) slippery surfaces, (b) prolonged periods with hands in water, (c) approved cleaning chemicals, (d) common food allergens, and (e) extreme hot or cold temperatures.
20. Assumes other duties as assigned.

TERM OF EMPLOYMENT: 9.5 Months. Salary according to the Board approved salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.