



NOTICE OF VACANCY

Sheffield City Schools

CHILD NUTRITION PROGRAM (CNP) CAFETERIA EMPLOYEE, (9.5 months/186 days, 4.0 hours/day), Systemwide, Cafeteria

Category: Support

Contract Period: 2022-2023 school year

Qualifications: High school diploma or GED

Salary Schedule: Placement on Child Nutrition Program Salary Schedule

Deadline: Open until filled

Other Information: Train in operating the point of sales terminal to assist in preparation of menu items, follow cleaning schedules, and help to keep a clean and sanitary cafeteria. Applicant must be willing to work at any position assigned by CNP Director/Manager. Physical abilities: must be able to lift 50 pounds, stand, bend, stoop, twist, and turn. **SEE ATTACHED JOB DESCRIPTION**

Posted: February 27, 2023

This position(s) IS posted with SearchSoft. ALL applications MUST be submitted through Teach in Alabama with ALSDE.

General Information for Applicants

1. Applications must be completed online with SearchSoft – (TEACH in ALABAMA) with ALSDE.
2. Applicants are subject to criminal and other background checks.
3. Depending on possible changes in enrollment, personnel transfers, or other factors, the position to be filled may be different from the indicated vacancy.
4. **Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies, Carlos Nelson, Deputy Superintendent or Julie Box, Special Education and 504 Coordinator, 300 West Sixth Street, Sheffield, AL 35660, 256-383-0400

DECLARACIÓN DE NO DISCRIMINACIÓN: El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación: Educación Especial y Coordinador de 504, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400; Coordinador de Programas Federales, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400.

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:

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.