

JOB DESCRIPTION FOR CNP PERSONNEL SUBSTITUTE

TITLE: CHILD NUTRITION PROGRAM WORKER SUBSTITUTE

REPORTS TO: CHILD NUTRITION SUPERVISOR

JOB OBJECTIVE: PERFORM THOSE DUTIES NECESSARY TO PROVIDE ALL STUDENTS NUTRITIOUS AND WHOLESOME MEALS IN AN EFFICIENT AND SANITARY MANNER.

QUALIFICATIONS: GOOD GENERAL HEALTH; DEPENDABLE, RESPONSIBLE AND TRUSTWORTHY; ANY COMBINATION OF EDUCATION AND EXPERIENCE NECESSARY TO SUCCESSFULLY PERFORM THE RESPONSIBILITIES LISTED, (SUCH ALTERNATIVE TO THE ABOVE AS THE SITUATION MAY DEMAND.)

JOB RESPONSIBILITIES:

1. Responsible for food preparation, service storage, and sanitation.
2. Follows work schedules and carries out all assignments in a co-operative manner.
3. Learns and exercises proper care and use of all equipment.
4. Keeps all work areas clean and orderly.
5. Observes proper safety precautions in the kitchen and dining area.
6. Produces satisfactory work on job tasks in a reasonable period of time.
7. Must be regular and punctual in attendance, and stays to completion of shift.
8. Completes required reports and records accurately and promptly.
9. Participates in activities that will promote the school nutrition program.
10. Follows all Child Nutrition Program policies, procedures, rules and regulations.
11. Works co-operatively with co-workers, teachers, parents and children. Shows respect for others.
12. Follows written and oral instructions and communicates effectively with others.

13. Exercises self-control adequately while demonstrating flexibility and tolerance.
14. Exhibits personal grooming and dress appropriate for food service. Workers are required to wear proper clothes for work, hair restraints, and shall not wear jewelry.
15. Cooperates with health officials in supporting all local and state public health laws and codes.
16. Shows an interest in improving abilities by attending all required in-service meetings and workshops.
17. Perform other job-related duties that may be reasonably required by supervisor
18. Assumes responsibility for seeing that during meal service periods the supply of food offered is replenished regularly.
19. Assists in the daily clean up of the kitchen, dining room and serving area. Performs major cleaning of equipment and storerooms at regular intervals as designated by the supervisor.
20. Assumes responsibility for storage and disposal of unused foods.
21. Performs related duties such as preparing, serving and cleaning for special school functions.
22. Maintains proper professional relationships with students, teachers and other employees.
23. Certified Food Handler and/or ServSafe® Certification preferred

Application Procedure:

Send letter of application, resume, and names of at least three work references with full contact information to:

Jamie Plott, CFO / COO
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