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# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Child Nutrition Assistant</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Salary Grade 54 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Child Nutrition Manager
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	21 Minimum for FT; 20 Maximum for PT
<b>NUMBER OF MONTHS PER YEAR</b>	Based on school calendar

### **POSITION PURPOSE:**

The Child Nutrition Assistant prepares and serves breakfast, lunch and other food to school children and adults in a courteous, customer service oriented manner. The CNA is responsible for organizing and setting up equipment and workstations per the direction of the CNS Manager. Duties are performed as required by the USDA, health, food service and other regulations and laws. The CAN must demonstrate proper cafeteria equipment operation skills.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of materials and methods used in preparing and serving meats, breads, vegetables and other foods on a large scale
- General knowledge of the use or care of food preparation equipment
- Skill in the use of standardized and specialized kitchen utensils and equipment
- Ability to establish and maintain effective working relationships with associates, students and school staff
- Able to maintain emotional control

- Ability to keep confidential and exhibit sensitivity to students who qualify for Free and Reduced Lunch assistance
- Ability to work with others in a close, fast paced environment
- Ability to address customers in a pleasant, courteous manner
- Basic ability to read and speak/understand English and count currency; make change at the register

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Level of education necessary to be able to read and follow written food menus and work schedules.

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Valid food handler's certification or card as required by the state and USDA
- Continued participation in food service continuing education courses as required by the USDA
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- High School diploma or GED
- Some experience working in a school cafeteria within the last five (5) years

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Practice personal hygiene and proper sanitation procedures
2. Turn on, test and monitor equipment at the beginning of the day
3. Prepare food according to written and oral instructions
4. Serve breakfast, lunch and a la carte items
5. Handle cashiering responsibilities including food and ticket sales and serving a la carte items
6. Replenish food and maintain clean serving areas
7. Monitor food and equipment temperatures at all times
8. Exhibit courtesy and understanding to all staff, students and customers
9. Perform dishwashing duties of cooking, serving and eating utensils and tools
10. Set up and break down serving areas
11. Receive, stock and rotate incoming and outgoing inventory
12. Participate in formal and informal training
13. Demonstrate comprehensive knowledge of sanitation practices
14. Exhibit professional behavior of a reliable employee
15. Perform preparation duties for the next day
16. Maintain a neat, clean and safe work environment
17. Participate in marketing promotions and special events for students, adults and the community
18. Sign in and work according to a designated time schedule
19. Perform additional duties as requested by the Child Nutrition Manager

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered moderate to heavy physical work requiring the exertion of up to 50 pounds of force. Must be able to withstand heat, exposure to chemicals, and standing for long periods of time. Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling can be involved.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
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>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**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.*