

Trussville City Board of Education
Job Description

POSITION TITLE: Child Nutrition Program Associate (Worker)

QUALIFICATIONS: Minimum high school diploma or equivalent
Valid food handler's card/ServSafe certification and tuberculin test

REPORTS TO: Child Nutrition Program Manager

EVALUATION: Trussville City Board of Education personnel evaluation plan

PERFORMANCE RESPONSIBILITIES:

1. Maintains high standards of control for quality food production and service.
2. Follows operational procedures for efficient and effective food production and service.
3. Maintains an environment conducive to protecting the health and well-being of the school's children through high levels of food safety and sanitation standards.
4. Maintains quality standards for the presentation and service of food in a pleasant environment.
5. Maintains integrity and accountability of the school nutrition program through compliance with all federal, state, and local regulations.
6. Maintains accountability of recorded documentation for compliance with federal, state, and local regulations.
7. Ensures compliance with school/district policies and procedures.
8. Implements administrative policies for proper use and care of all equipment.
9. Performs all duties and responsibilities in an ethical and professional manner.
10. Communicates effectively with CNP manager, assistant manager, and other employees.
11. Provides leadership as a team member of the school community.
12. Capability of standing for long periods of time in a cold or hot and humid kitchen environment during food preparation.
13. Capability of lifting heavy objects (up to 40 lbs.) and transferring extremely hot pans.
14. Wears the appropriate uniform provided by Trussville City Board of Education on a daily basis.
15. Performs other duties as assigned by supervisor.

Approved: Trussville City Board of Education, August 5, 2013