Cedar Hill Independent School District
Job Description

Job Title: Child Nutrition Worker Substitute
Wage/Hour Status: Non-exempt

Reports to: Child Nutrition Manager
Pay Grade: N/A

Dept./School: Child Nutrition
Number of Days: As Needed

Funding Source: Child Nutrition Funds (100%)

Primary Purpose:

Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices. Provide excellent customer service. Accept other duties as assigned.

Qualifications:

Education/Certification
Current Food Handler Card

Special Knowledge/Skills
Ability to read recipes, understand food preparation and safety instructions
Working knowledge of kitchen equipment and food production procedures
Ability to operate large and small kitchen equipment and tools
Ability to perform basic arithmetic operations

Major Responsibilities and Duties:

Food Preparation and Serving

a. Prepare quality food according to a planned menu of tested, uniform recipes
b. Serve food according to meal schedules, departmental policies, and procedures
c. Practice and promote portion control and proper use of leftovers
d. Supervise storage and handling of food items and supplies.
e. Maintain a clean and organized storage area.

Safety and Sanitation

a. Operate tools and equipment according to prescribed safety standards
b. Follow established procedures to meet high standards of cleanliness, health, and safety
c. Correct unsafe conditions in work area and report any conditions that are not correctable to manager immediately
d. Maintain personal appearance and hygiene

Other:

1. Handle and record cashier functions accurately
2. Record and keep current inventory of supplies
3. Maintain daily food production records
4. Promote teamwork and interaction with fellow staff members
5. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, sharp cutting tools, oven, dishwasher, and food and utility carts

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Continual standing, walking, pushing, and pulling
- Frequent stooping, bending, kneeling, and climbing (ladder)
- Lifting up to 50 pounds and carrying up to 25 pounds
- Moderate exposure to extreme hot and cold temperatures
- Occasional prolonged or irregular hours may be required

Supervision of children may be required outside of the building and exposure for extended periods of time to various weather conditions may occur

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

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