Job Title: Child Nutrition Specialist I

Wage/Hour Status: Non-Exempt

Reports to: Child Nutrition Manager

Dept./School: Child Nutrition

Pay Grade: Salary Schedule

Work Days: Work Calendars

Primary Purpose:

Responsible for preparing and serving appropriate quantities of food to meet menu requirements and maintain high standards of quality in food production, sanitation and safety practices.

Qualifications:

Education/Certification:

- Must be able to read, write and understand verbal instructions in English.
- Current Local Food Handlers certification.

Special Knowledge/Skills:

- Training will be provided on the job as an on-going endeavor without regard to length of service or skills.
- Working knowledge of kitchen equipment and food production.
- Prefer knowledge of computers for cashiering.

Experience:

- Prefer food service prep and production experience.

Major Responsibilities and Duties:

General

- Prepare quality food according to a planned menu of tested, uniform recipes and be able to increase or decrease with accuracy.
- Prepare menu items daily as outlined on the food production record.
- Assist in stocking and straightening food items in a storeroom, 40-degree F refrigerator and 0- degree F freezer. FIFO
- Set up service lines with designated serving utensils and ensure full responsibility for garnishing in a way that will enhance the overall eye appeal. Manager may give specific directions.
- Assist in the clean-up process by putting away and carrying trash out, wiping down service lines, polishing stainless steel, and cleaning glass.
- Demonstrate knowledge and follow care and use of the equipment.
- Demonstrate sound safety and sanitation practices.
- Meet all scheduled meal time, portions and serve the food as per departmental policies and procedures.

- Interact in a positive manner with all customers including students, teachers, admins and parents.
- Present an image of professionalism by following department guidelines for personal hygiene and dress code.
- Recognize and complete needed and required tasks without being told.
- Handle and record cashier functions accurately.
- Assist in recording food requisitions and request orders of necessary supplies.
- Demonstrate a positive attitude, flexibility and be willing to perform any additional duties as assigned by the manager and/or director.
- Promote teamwork and interaction with fellow staff members.

Other:

- Maintain Confidentiality
- Ensure compliance with all EISD Handbook policies including punctuality, absenteeism, uniform standards, proper hygiene, safety and sanitation.
- Other duties as assigned.

Supervisory Responsibilities:

- None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Use of large and small commercial kitchen equipment including electric slicer, mixer, pressure steamer, convection and conventional ovens, kettle, tilt skillet, sharp cutting tools, food and utility cards and computer.

Posture: Stands, walks, pushes and pulls; lifts and carries; some stooping and bending most of the day.

Motion: Frequently bends neck, hands, wrists, arms and back.

Lifting: Must be able to lift 25-40 pounds repetitively without assistance.

Environment: Work in a fast-paced environment and stand for extended periods of time. Moderate exposure to extreme hot and/or cold temperatures. Requires working with hot ovens.

Mental Demands: Maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.