

Assistant Leader Child Nutrition

Chickasha Public Schools

Job Title: Assist. CN Leader
Location: Central Kitchen
Immediate Supervisor: Child Nutrition Leader
Supervises: CN Staff as directed by the CN Leader

Purpose of Position:

To assist the Child Nutrition Leader in planning and preparing nutritious meals for students and staff utilizing the district's breakfast and lunch program to enhance the operation of the district's educational program.

Qualifications:

High school diploma or GED
 Experience working in a food service department preferably in a school setting
 Two (2) years of related office experience, in a food service setting
 Advanced training related to office management, supervising employees and computers
 Knowledge of accounting and bookkeeping procedures

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"> • Good health and high energy level • Some bending and stooping • Ability to reach above shoulder level • Some climbing of short ladders • Ability to tolerate a stressful environment • Ability to lift objects weighing 10 lbs or more 	<ul style="list-style-type: none"> • Computer literacy • Filing, sorting, recording, tabulating and copying • Excellent computation skills • Effective communication both orally and written • Excellent interpersonal skills • Ability to relate courteously with children and adults • Knowledge of accounting procedures • Ability to read regulatory manuals and safety data • Effectively use all business machines • Work independently • Plan, schedule and organize work • Ability to cook and serve food • Maintain a positive work environment • Interpret and apply laws, regulations and policies • Ensure the quality of work as measured against established standards • Maintain confidentiality • Proficient in multi-tasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the CN Leader.)

- Comply with State Health and Child Nutrition Regulations
- Comply with School Board Policy
- Answer the telephone and route calls and messages to proper individuals
- Perform the duties of the Child Nutrition Leader in his/her absence
- Perform the duties of the Child Nutrition Secretary in his/her absence
- Perform the duties of any Child Nutrition position when needed
- Act as floor supervisor
- Assist the Child Nutrition Leader with employee supervision
- Assist in checking and verifying free/reduced lunch applications
- Assist with the preparation of monthly state reports
- Maintain accurate records on all commodity items
- Maintain freezer inventories
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the food service department.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date