

Cook/Server CN

Chickasha Public Schools

Job Title: Child Nutrition
Location: School Building/Central Kitchen
Immediate Supervisor: Child Nutrition Leader
Supervises: N/A

Purpose of Position:

To assist in the operation of the Child Nutrition Department so a positive school climate can be realized.

Qualifications:

High school diploma or GED
Experience in the food service industry preferably in a school setting
Knowledge of accounting and bookkeeping procedures for cashiers

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none">• Good health and high energy level• Long periods of standing• Ability to reach above shoulder level• Stretching, leaning, and bending• Ability to tolerate a stressful environment• Ability to lift objects weighing 20 lbs or more	<ul style="list-style-type: none">• Computer literacy for cashiers• Ability to follow oral instructions• Ability to understand food labels and concrete instructions• Excellent interpersonal skills• Excellent personal hygiene and cleanliness• Ability to relate courteously with children and adults• Knowledge of accounting procedures for cashiers• Plan, schedule and organize work• Be dependable and punctual• Maintain a positive work environment• 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 Child Nutrition Leader.)

- Comply with School Board Policy
- Comply with State Health Regulations and State Child Nutrition Regulations
- Serve student breakfasts and/or lunches at assigned school site
- Remove food from carriers, place on serving line and courteously serve to students
- Maintain a clean serving area at all times
- Clean tables after student use

- Place all pots and pans into food carriers for return to the central kitchen
- Assist in the preparation of breakfast and/or lunch
- Maintain a clean work area at all times; keep dishes washed and sinks clean
- Clean refrigerators and freezer per schedule
- Travel to serving job; at an assigned school site and time
- Wash all pots and pans returned to the Central Kitchen from the satellite schools; soiled pots and pans are washed in a three compartment sink, wash, drain and dry pots and pans and place in proper storage area
- Clean the inside and outside of each food carrier daily
- Report any defective carrier immediately to the Child Nutrition Leader
- Keep dishwasher clean and in good working order
- Request soap and rinse as needed from Child Nutrition Leader
- Operate dishwasher in central kitchen; keep trays and silverware clean according to state regulations
- Put trays and silverware in proper storage areas after cleaning
- Perform other functions around the central kitchen such as, make tea for lunch, put ice in glasses, etc.
- 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