

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

|                    |                                      |
|--------------------|--------------------------------------|
| <b>Job Title:</b>  | <b>School Nutrition Professional</b> |
| <b>Department:</b> | <b>Cafeteria Services</b>            |
| <b>Reports to:</b> | <b>Kitchen Coordinator</b>           |
| <b>Supervises:</b> | <b>N/A</b>                           |

**Description of job:**

**Summary of Responsibilities:**

Assist the School Nutrition Professional, Kitchen Coordinator and School Nutrition Professional, Cook in the preparation of nutritious and appealing meals, snacks, a la carte items, milk etc. in an efficient, orderly, clean and cheerful atmosphere. To follow the National School Lunch Program guidelines.

To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

1. Assists School Nutritional Professional - Kitchen Coordinator and School Nutrition Professional- Cook and prepare meals in an approved unit of the School Lunch Program.
2. Ensures that portions of food served are standardized in accordance with food service guidelines.
3. Verifies nutritional value of meals as a reimbursable meal
4. Responsible for communicating all foods and supplies needed for food preparation according to menu and inventory on hand. The order will be given to the School Nutrition Professional, Kitchen Coordinator.
5. Washes, peels, and prepares vegetables, and fruits.
6. Prepares foods based on production sheets and helps in preparation of all lunches and snacks.
7. Keeps food hot or cold based on RIDOH regulations.
8. Serves food and snacks in cafeteria line in a courteous and professional manner.
9. Operates Lunch bytes POS system (point of sales)(register) with accuracy
10. Completes production sheets and temperature logs on a daily basis.
11. Cleans, rinse and sanitizes dishes, pots, pans, utensils and equipment.
12. When operating equipment please follow all safety guidelines and procedures. Please immediately report any equipment damage, mal function or concerns to school nutrition professional-cook, school nutrition professional-sr. cook, school nutrition professional-kitchen coordinator and/or food service manager.
13. Responsible for securing all kitchen equipment and kitchen areas before leaving the kitchen premises daily
14. Performs any other related work as required by School Nutrition Professional, Cook, School Nutrition Professional, Kitchen Coordinator and/or Food Service Manager

**Protective Personal Equipment: Gloves, hair restraints, slip resistant shoes and aprons**

|                        |                   |               |                  |               |                    |
|------------------------|-------------------|---------------|------------------|---------------|--------------------|
| <b>Classification:</b> | <b>Sedentary:</b> | <b>Light:</b> | <b>Medium: X</b> | <b>Heavy:</b> | <b>Very Heavy:</b> |
|------------------------|-------------------|---------------|------------------|---------------|--------------------|

**Classification Key:**

*Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*  
*Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*  
*Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequently; and/or greater than negligible up to 10 lbs. of force constantly to move objects;*  
*Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;*  
*Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.*

|                              |         |         |            |
|------------------------------|---------|---------|------------|
| <b>Driving Requirements:</b> | None: X | Manual: | Automatic: |
|------------------------------|---------|---------|------------|

**Work Environment**

|                       |                               |                 |  |
|-----------------------|-------------------------------|-----------------|--|
| <b>Floor Surface:</b> | Poured rubber surface or tile |                 |  |
| <b>Inside:</b>        | 100%                          | <b>Outside:</b> |  |
| <b>Lighting:</b>      | Incandescent or fluorescent   |                 |  |
| <b>Vibration:</b>     | n/a                           |                 |  |

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## PHYSICAL DEMANDS

| LIFTING   |       |              |            |          |         |                       |
|---|-------|--------------|------------|----------|---------|-----------------------|
| Maximum weight lifted: up to 50 pounds occasionally |       |              |            |          |         |                       |
| WEIGHT  | Never | Occasionally | Frequently | Constant | Heights | Description of object |
| 0 – 10 lbs.   |       |              | X          |          |         |                       |
| 10 – 20 lbs.  |       | X            | X          |          |         |                       |
| 20 – 35 lbs.  |       | X            |            |          |         |                       |
| 35 – 50 lbs.  |       | X            |            |          |         |                       |

| CARRYING                              |       |              |            |          |           |                       |
|---------------------------------------|-------|--------------|------------|----------|-----------|-----------------------|
| Maximum weight carried: up to 50 lbs. |       |              |            |          |           |                       |
| WEIGHT                                | Never | Occasionally | Frequently | Constant | Distances | Description of object |
| 0 – 10 lbs.                           |       |              | X          |          |           |                       |
| 10 – 20 lbs.                          |       | X            | X          |          |           |                       |
| 20 – 35 lbs.                          |       | X            |            |          |           |                       |
| 35 – 50 lbs.                          |       | X            |            |          |           |                       |

| PUSHING/PULLING             |       |              |            |          |           |                       |
|-----------------------------|-------|--------------|------------|----------|-----------|-----------------------|
| Maximum push/pull: 100 LBS. |       |              |            |          |           |                       |
| WEIGHT or FORCE             | Never | Occasionally | Frequently | Constant | Distances | Description of object |
| 0 – 10 lbs.                 |       |              | X          |          |           |                       |
| 10 – 20 lbs.                |       |              | X          |          |           |                       |
| 20 – 60 lbs.                |       | X            |            |          |           |                       |
| 60 -100 lbs.                |       | X            |            |          |           |                       |

| ACTIVITY              | Never | Occasionally | Frequently | Constant | Comments |
|-----------------------|-------|--------------|------------|----------|----------|
| Sitting               |       | X            |            |          |          |
| Standing              |       |              |            | X        |          |
| Walking               |       |              |            | X        |          |
| Bending               |       |              | X          |          |          |
| Twisting              |       |              | X          |          |          |
| Crawling              |       | X            |            |          |          |
| Kneeling              |       | X            |            |          |          |
| Squatting             |       | X            |            |          |          |
| Climbing              |       | X            |            |          |          |
| Reaching – Vertical   |       | X            |            |          |          |
| Reaching – Horizontal |       |              | X          |          |          |
| Grasping              |       |              |            | X        |          |
| Pinching              |       |              | X          |          |          |
| Manual Dexterity      |       |              |            | X        |          |

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|                |  |   |  |  |  |
|----------------|--|---|--|--|--|
| Fine Dexterity |  | X |  |  |  |
|----------------|--|---|--|--|--|

*FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### Education and/or Experience:

High School graduate or general equivalency diploma. Demonstrated aptitude for successful performance of the tasks listed as gained through allied occupation or employment

### License/Certificate/Certification:

Rhode Island Food Safety Manager certification may be required.

### Technological and/or Technical Skills:

Basic computer knowledge and ability to place orders on-line to vendors.

### Communication Skills:

Ability to communicate effectively with all levels, including administration, staff and peers and students.

### Planning Skills:

Ability to prioritize needs and respond to requests in a timely organized fashion.

### Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a professional respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach.

### Terms of Employment:

Per North Kingstown Educational Support Professionals Contract

### Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

**Date: 1/2016**