

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Substitute Nutrition Worker**

Job Family: NA

Department: Nutrition Services

Lane Placement: NA

Supervisor's Title: Director of Nutrition Services

Contract: Temporary

FLSA Classification: Non-exempt

Hours per day: Varies

Department Approval: \_\_\_\_\_

Date: 1-29-2015

ADA Review: \_\_\_\_\_

Date: 1-29-15

Human Resources Approval: \_\_\_\_\_

Date: 1-29-15

Superintendent Approval: \_\_\_\_\_

Date: 1/30/15Original date: 09/98 Revised: 12/11 Revised: 01/15 Revised: \_\_\_\_\_**GENERAL FUNCTION**

Under the daily supervision of the school principal, nutrition manager and Director of Nutrition Services, the **Substitute Nutrition Worker** performs kitchen and cleaning duties. The incumbent assists in the preparation of food items and serves meals to students and faculty.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Substitute for assigned nutrition worker who is not available to work.
- Must report to assigned locations on time and ready to work.
- Follow standardized recipes and menus to prepare menu items for breakfast (if applicable), lunch, and snacks and serve food to students, faculty and patrons in a serving line. May participate in preparation of special diets.
- Operate, clean and maintain equipment regularly and alert manager of potential problems.
- Follow ServSafe standards for food safety. Required to clean food preparation and serving areas, washing dishes and kitchen utensils. May clean storage areas, refrigerators, stoves, drains and other equipment. Also required to sweep, mop, wipe and polish all areas in the cafeteria and wash linens daily.
- Maintain a positive demeanor in stressful situations, communicate in a positive manner and maintain a positive attitude while dealing with change.
- Follow strict personal hygiene standards: bathe daily, wear clean uniforms and hairnet, wash hands properly and wear gloves as necessary.
- Follows procedures to maintain a safe and clean kitchen environment. Wear approved uniform and non-slip shoes.
- Participate in cafeteria food promotions and training for all kitchen duties.
- May be responsible to wipe tables, clean up spills, pick up trash, replenish cafeteria serving lines and fill milk coolers, count money or monitor trays to ensure correct components for a reimbursable meal.
- Follow basic cost control and inventory control procedures to minimize waste.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Must acquire and maintain a current Food Handler's Permit or ServSafe certification.
- Prior related job experience highly preferred.
- Skill with routine basic equipment operation, cleaning and maintenance.
- Requires strong interpersonal skills with the ability to cooperate with staff.
- Ability to maintain a positive demeanor in stressful situations and work under pressure to consistently meet tight deadlines.
- Requires basic computer skills. Competence in reading, writing, and basic math.
- Ability to read, understand and follow standard operating procedures (SOP).
- Ability to follow standardized recipes and menus and perform all meal preparation tasks, including ability to weigh, measure, and consistently produce required results for breads, desserts, main dishes, ala carte items, etc.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- May operate kitchen equipment (e.g. ovens, steamers, kettle pots, fryers, proofers, stove/oven, dishwashers, refrigerators, freezers, slicers, processors, milk coolers).

**Physical Requirements – Not limited to the following:**

- Requires occasional lifting from floor to waist up to 60 pounds; lifting floor to shoulder up to 42 pounds; lifting overhead up to 15 pounds; lifting awkward items up to 49 pounds; carrying up to 40 pounds; single bucket carry up to 52 pounds; pushing/pulling product on a cart.
- Requires constant standing and/or walking. Requires occasional sustained bending and reaching. Requires occasional squatting, kneeling or half-kneeling.
- Requires occasional balancing while walking on slick or wet surfaces.
- Requires occasional talking and hearing, including oral communication with students, coworkers and manager.
- Requires frequent Near Visual Acuity to safely operate equipment and occasional Color Vision to monitor freshness and doneness of food during prep and serving.
- Requires frequent tasting and smelling of food produced.
- Requires frequent repetitive gripping/pinching/handling and manual dexterity.
- Must endure high heat and potentially dangerous equipment.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.