

GORHAM SCHOOL DEPARTMENT

TITLE: School Nutrition Assistant

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Positive attitude towards change and growth.
3. Knowledge of basic mathematics.

REPORTS TO: School Nutrition Manager

JOB GOAL: To serve students and staff a quality meal in a pleasant, inviting atmosphere.

RESPONSIBILITIES:

1. Responsible for high standard of nutrition.
2. Responsible for correct use of equipment.
3. Responsible for following instructions.
4. Responsible for serving customers in a friendly courteous fashion.
5. Ability to work harmoniously with all co-workers.
6. Responsible for preparing food items in a timely fashion.
7. Responsible for following all established sanitation procedures.
8. Ability to utilize computer technology as required by Manager or his/her designee.
9. Responsible for performing Manager's duties when absent.
10. Assist in student/meal accountability registers accurately as required.
11. Assist Manager in ordering food and supplies.
12. Ability to multi task in food production.
13. Assist in serving and clean up of meal as assigned.
14. Assist in accountability of food and supplies used daily.
15. Responsible for food items to be properly stored/thawed.
16. Check availability of supplies for next days' menu, main meal/vegetable items.
17. Ability to lift food and food (45 lbs) related supplies.

18. Responsible for all other job related duties as assigned.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012