

POSITION TITLE	Child Nutrition Assistant/Bus Driver
SCHOOL/DEPARTMENT	Child Nutrition Services
LOCATION	Various School Locations
RATE OF PAY	Starting at 15.00 Per Hour
REPORTS TO	Cafeteria Manager
WORK WEEK SCHEDULE	Monday-Friday (10 months per school year)
WORK HOURS	20 to 27 hours per week Varies 6:00 AM to 3:00 PM

POSITION PURPOSE:

To assist in the daily preparation and service of appealing, nutritious meals to students; in an efficient, clean, and welcoming environment.

QUALIFICATIONS

- Ability to read, write, and make simple calculations and follow oral and written directions.
- Ability to learn and follow prescribed preparation methods of handling food and supplies.
- Ability to communicate, read, and interpret recipes, work with others and independently.
- Personal standards of appearance and dress compatible with those required by Child Nutrition Services.
- Interest in working in an environment with school aged children.
- Emotional stability and physical fitness to perform duties assigned.
- Must be able to speak and comprehend the English language.

EDUCATION, TRAINING, AND EXPERIENCE

- Preferred experience in quantity, food preparation, and service.
- Preferred experience in operating and maintaining commercial kitchen equipment.
- Preferred experience in operating a cash register.
- Must be ServSafe certified or have the ability to obtain upon hiring.
- High School diploma or equivalent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Follows written and oral instructions issued by Manager in a timely manner.
- Follows standardized recipes for all preparation.
- Practices sound sanitation and safety methods.
- Attends training meeting as instructed.
- Reports to work at designated time and remains on the job until dismissed by the manager.
- Performs duties involves in the safe preparation and handling of food, cleaning, and sanitizing of equipment and facilities, serving of food and record keeping.
- Follows all policies of the Board of Education and instructions of the Manager relating to safety measures, sanitation practices, work techniques, and methods of performing other duties.
- Notifies Manager at least one hour before report time if unable to work.
- Assures a positive atmosphere and image of the Child Nutrition Program.
- Any other duties as assigned.

WORKING CONDITIONS:

PHYSICAL REQUIREMENTS

- Must be able to perform medium lifting exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must be able to perform basic life operational functioning of lifting, climbing, reaching, standing, fingering, talking, hearing, and repetitive motion.
- Must have hand and finger dexterity for accurate computer functions.
- Auditory acuity at a level to communicate effectively with customers and employees in direct conversation as well as by telephone.
- Visual acuity to read and analyze information in hard copy or on computer screens.
- Must be able to express and exchange ideas effectively by spoken word.
- Must be able to become a licensed school bus driver and could be called on to drive a school bus if required by the principal of the school.

By signing this document, I confirm that I meet the qualifications and physical requirements for this job as stated on the job description and understand that my employment is contingent upon my ability to meet these requirements. I understand that if I am unable to meet these requirements, Cumberland County Schools Child Nutrition Services may rescind their office of employment.

Signature

Date

Printed Name

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program_intake@usda.gov

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