



The School Board of Polk County

<https://www.polk-fl.net>

Job Description

Position Title: School Nutrition Assistant
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: AFSCME School Nutrition Assistants
Non-Union or Specific Collective Bargaining Agreement: 9 - AFSCME - Food Service - F2 - OSP EQ

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform routine manual work in the preparation and serving of food in a school cafeteria.

Essential Functions of this Job:

Prepares food items for daily menu. Serves food or keeps serving line supplied. Performs continuous preparation during serving periods. May be responsible for equipment in areas of kitchen and its operation and cleaning. May be responsible for keeping all areas of kitchen clean and sanitary. Stores leftover food properly. May be assigned cashiering duties and the maintenance of simple records. Checks supplies or issues supplies from the storage room. Assists the manager in simple record keeping. May occasionally be assigned the responsibility of the kitchen in the absence of the manager.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Completion of required approved school foodservice training courses as established by departmental regulations. Some experience in kitchen, cafeteria or restaurant foodservice activities preferred. Possession of a valid health card as issued by Health Department. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

Foodservice assistants shall have no less than a 10th grade education.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 20 pounds, and infrequently weighing between 20 and 50 pounds. Requires working indoors in environmentally controlled conditions. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0349

EEO5: 52

Approval Date: 2012-11-13

Date Last Revised: 2013-07-08

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