



# Longview Independent School District

## JOB DESCRIPTION CHILD NUTRITION FLOATER

<b>JOB TITLE:</b>	Child Nutrition Floater	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Food Service Director and Cafeteria Manager	<b>TERMS:</b>	182 Days
<b>DEPARTMENT:</b>	Food Service	<b>PAY GRADE:</b>	Manual Trades 2

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### PRIMARY PURPOSE:

To serve nutritious, economical, pleasing meals and a la carte foods to students while following all local, state, and federal regulations/guidelines.

### QUALIFICATIONS:

#### Education/Certification:

High School Diploma or equivalent

#### Special Knowledge/Skills:

- Quantity food preparation experience desirable
- Ability to read, write, follow recipes, and calculate quantities using simple math along with knowledge of operating a personal computer and related software
- Valid food handler's permit
- Flexibility and ability to work in a fast paced environment, often with strict deadlines
- Effective planning and organizational skills
- Ability to communicate respectfully to staff, children, and coworkers while working effectively as a member of a team
- Maintain the highest standard of sanitation and safety according to the Hazard Analysis Critical Control Points (HACCP) principles, the state of Texas and Local Health Departments

#### Experience:

Food Sanitation Certification required and previous experience in large scale food preparation preferred.

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Rotate throughout the Food Service Department as needed
2. Know and recognize what constitutes a reimbursable meal



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

3. Prepare food following standardized recipes according to local, state, and federal regulations and guidelines
4. Serve food that not only looks appealing, but also tastes good and adheres to proper food temperatures
5. Operate and cleans all kitchen equipment according to the manufacturer's guidelines
6. Maintain confidentiality of free and reduced status of students
7. Attend staff development
8. Provide exceptional customer service and responds to student and/or parent concerns
9. Perform custodial duties related to student meal service

### **Policy, Reports, and Law**

10. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements
11. Maintain accurate reports of daily and monthly financial, production, and activity records
12. Maintain and submit accurate information for payroll reporting (time cards, tardiness, and absenteeism)

### **Safety**

13. Ensure that food items are stored in safe and hazard-free environment
14. Establish and enforce standards of cleanliness, health and safety, and following health and safety codes and regulations
15. Maintain high standards of safety, sanitation and food storage
16. Maintain safe work environment

### **Inventory and Equipment**

17. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Inventory and Equipment (continued)**

18. Notify manager of needed maintenance/repair as pertains to kitchen and equipment
19. Notify manager as stock runs low

#### **Other**

20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, oven, dishwasher, food and utility cart

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged standing, walking; moderate lifting and carrying (15-44 pounds); frequent stooping, bending, twisting, pushing, pulling, wrist flexion/extension, reaching/overhead reaching and kneeling and climbing (ladder); moderate exposure to extreme hot and cold temperatures prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: July, 2017