



JOB DESCRIPTION

Number:	Title:	School Nutrition Program (SNP) Assistant	
Nature of Position	This position is responsible for preparing and/or distributing mass amounts of food items and is responsible for money collected during meal service.		
Reports To	Title: School Nutrition Program (SNP) Manager		
Education	Required	<ul style="list-style-type: none"> High school diploma, GED or certificate of successful completion from SCCPSS 	
	Preferred	<ul style="list-style-type: none"> Vocational courses in culinary skills, customer service or other related skills 	
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> Ability to read and comprehend instructions, recipes, and a detailed work schedule Ability to perform basic mathematical calculations with or without a calculator Ability to work independently without constant supervision Ability to adhere to food safety protocols Ability to operate institutional food service production equipment safely Ability to work cooperatively with SNP staff, school staff, students, and others Ability to operate a cash register and to provide correct change to customers 	
	Preferred	<ul style="list-style-type: none"> Previous experience in a high-volume food production environment 	
Duties and Responsibilities	<ol style="list-style-type: none"> Follows recipes and instructions to cook and prepare food for serving. Arranges food and beverage items on serving lines attractively for customers during breakfast and lunch. Cleans equipment, work space, utensils, and small wares used in production area. Collects payments for food items as assigned on the detailed work schedule. Loads carts for delivery to satellite sites as required. Maintains lists of items used for breakfast, lunch and/or after school snack program. Stocks food, condiments and supplies for the serving line. Follows the Hazard Analysis Critical Control Points (HACCP) Standard Operating Procedures (SOP) for receiving, storage, and labeling unused portions, and to maintain temperature records for cooking and for the steam table. Assists with stocking the cooler, freezer, and storeroom. Performs other duties as necessary for the effectiveness of the department and organization. 		
Terms of Employment	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be the 200 day food service classified employee calendar. (FSC-2) revised 0913		
Approvals	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE



JOB DESCRIPTION SUPPLEMENT

Number:	Title: School Nutrition Program (SNP) Assistant
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	None
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input checked="" type="checkbox"/> Heavy lifting of up to 50 pounds</p> <p><input checked="" type="checkbox"/> Frequent climbing up to 6 feet.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input checked="" type="checkbox"/> Exposure to extreme heat or cold, electric current, hazardous chemicals or other potential hazards.</p> <p><input checked="" type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input checked="" type="checkbox"/> Other: The usual and customary methods of performing the job’s functions require lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant repetitive motions. Generally the job requires 10% sitting (for lunch and/or staffing meetings and/or for required training in a class room setting), 40% walking and 50% standing. The job is performed under with some temperature extremes and some hazardous conditions.</p>