

Zachary Community School Board

Position Description

JOB TITLE: Child Nutrition -- Porter

REPORTS TO: Child Nutrition Program Manager

SCOPE OF RESPONSIBILITIES:

Performs all necessary duties involved in the transportation of commodities to the on-site locations.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Responsible for transporting commodity food from truck/warehouse to school locations
- Responsible for upkeep and maintenance of truck/van
- Loads commodities based on requisitions; stacks cases in appropriate storeroom, freezer, or refrigerated area
- Removes filters and cleans hood(s)
- Assists in waxing food service department
- Keeps up with maintenance and fuel for transportation vehicle
- Performs any job in the department that requires unusual manual strength
- Communicates information to administration
- Understands and interprets written and verbal instructions
- Follows policies and procedures
- Uses and cleans equipment
- Practices regular equipment maintenance
- Creates good rapport in students, faculty, administrators and others
- Stores deliveries
- Uses safe working procedures, corrects and/or reports unsafe working conditions
- Adheres to established personal hygiene techniques
- Uses acceptable sanitation techniques in food handling
- Uses established sanitation techniques for cleaning the facility
- Serves correct portions and reports amounts of foods used and leftover
- Maintains correct holding temperature of food
- Utilizes food-merchandising techniques
- Performs all other duties assigned by the Child Nutrition Supervisor

WORK ENVIRONMENT/WORK HOURS:

Individual is required to work in an office setting with a climate-controlled environment subject to School Board energy policy guidelines. The length of the workday consists of hours assigned by the superintendent and could vary as the result of day/evening activities or emergencies. In addition, job responsibilities may require work on weekends or holidays and attendance at meetings other than the location of the work site.

The Child Nutrition Supervisor shall assign Child Nutrition Employees to positions at a particular school cafeteria. Managers have the ability to shift labor from school to school on a daily basis. Reassignment and/or transfer may be made when, in the judgment of the CNP Supervisor, such reassignment and/or transfer is for the good of the Child Nutrition Program.

Work environment shall as include:

- Air-conditioned, warm, humid, cooking area (when indoors) to Cold wet rainy conditions (when loading and unloading)
- Contact with water, detergents, sanitizers and other chemicals
- Drastic temperature changes when entering and exiting walk-in refrigerators/freezers
- Hard Floors
- Heavy lifting
- Working with large, commercial cooking equipment and transporting equipment

COMMUNICATION SKILLS:

- Must be able to effectively communicate in English both orally and in writing.
- Must be able to accurately compile and interpret data, summarize information, and provide reports to the appropriate administrator/supervisor.
- Must have the ability to accurately give and receive information via telecommunication system and must be able to communicate successfully with all employees of every level as well as outside agencies.

EQUIPMENT USED:

Ability to use and clean institutional food service equipment including kitchen hoods (during the summer). Should have experience with moving equipment such as pallet jackets, dollies, and trucks.

PHYSICAL INVOLVEMENT:

- Standing, sitting, walking, reaching, bending, lifting up to 25 pounds is oftentimes required.
- Must be able to travel to various locations and move freely within work sites.
- Must have sufficient visual acuity to be able to work with computer monitors, read and interpret hand written documents.

- The Child Nutrition Technician must have:
 - Ability to lift and carry cans, bowls, pans, cases, and up to 25 pounds
 - Ability to lift cans, bowls, pans, cases up to 100 pounds with assistance
 - Ability to stand or walk 7 hours per day
 - Ability to push or pull equipment such as food carts and mop buckets
 - Ability to reach above head when placing pans in shelves of ovens, refrigerators, and storerooms
 - Ability to mop, sweep, apply wax and buff floors
 - Ability to forward bend or squat when lifting bowls, pans or cases or using mop wringers or dustpans
 - Ability to provide own transportation to workshops and meeting sites

MENTAL INVOLVEMENT:

- Must understand and interpret written and verbal instructions.
- Must be able to work independently with minimal supervision.
- Must have the ability to maintain accurate records.
- Must possess sufficient interpersonal skills to function compatibly with others.

- The Child Nutrition Technician must have the ability to complete math problems involving fractions, decimals, addition, subtraction, multiplication, division, and do data entry and exchange of currency

HUMAN RELATIONS INVOLVEMENT:

- Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill.
- Must be able to respond positively to supervision and to accept commendations and recommendations.
- Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

DRESS REQUIREMENT:

- Wears approved uniform of the day that is clean, neat, and free of rips, tears, discoloration, and stains. Scrubs are Landau brand with Zachary Logo on shirt. Colors rotate by the day of week as follows:
- Monday – Royal Blue
- Tuesday – Hunter Green
- Wednesday – Burgundy
- Thursday – Purple
- Friday – May wear Khaki scrubs with Zachary logo on shirt or Spirit Day wear, including approved spirit shirt, jeans that are full length, no capris, no rips, no tears, no discoloration or stains, no chains or studs.
- Wears closed-toe, skid resistant shoes with stockings or socks.
- Keeps fingernails short and free of polish and no false nails while on duty.
- Wears hair restraint during food preparation and serving.
- Jewelry restricted to a smooth wedding band and watch. No pins / earrings, etc.

MINIMUM QUALIFICATIONS:

High school diploma or GED. Valid LA Driver's License and good driving record. Ability to lift as least 75 lbs. Ability to communicate with technicians, management and school administrators. Knowledge and ability to keep automotive equipment operating properly. Knowledge of basic sanitation and good personal hygiene.

TERMS OF EMPLOYMENT:

The employee is to observe time limits on breaks and use the telephone for emergencies and only when necessary. Cell phones and ear-buds are prohibited, must NOT be used during work hours and must be left secured in the car or locker if brought to work.
9 month employee

EVALUATION:

Shall be evaluated in accordance with the Zachary Community School Board Personnel Accountability Plan.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The Zachary Community School Board reserves the right to change this description at its discretion.

REVIEWED AND AGREED TO BY:

Applicant's Signature

Date

Print Name