



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 06/05; 11/06; 4//08; 10/08; 7/10; 12/10; 5/11; 10/12, 6/16; 4/17; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Key Person, FNS	<b>JOB CODE:</b> 410B
<b>DIVISION:</b> Business Services	<b>SALARY SCHEDULE:</b> Food and Nutrition Services
<b>DEPARTMENT:</b> Food and Nutrition Services	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Food and Nutrition Services Manager	<b>PAY GRADE:</b> MIT/Key Person (NF02)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Supports the manager by performing management and clerical foodservice duties at the school site.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: In lieu of license, employee must complete 30 clock hours of basic training (Orientation for Nutrition Employees [ONE] course) provided by the School Food & Nutrition Services Department during the first 12 months as required by the Georgia Department of Education
3.	Experience: 1 year school foodservice or management work experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities ; ability to repetitively lift items weighing a maximum of 50 lbs, walk & stand on cement floor for up to 7.5 hours, climb ladder, stoop, bend, lift, and have hands in water; ability to work extended periods in temperatures ranging from extremely hot to sub-zero; ability to tolerate work conditions while cooking, steaming, baking and microwaving; operates equipment that poses possible risk, loss or injury; utilizes cleaning chemicals in solution, aerosol and powder forms; subject to a noisy work environment; refer to page 3 for Physical Demand Categories
5.	Knowledge, Skills, & Abilities: The ability to follow and implement written recipes, safety procedures, and employment related instructions as presented in English; written and oral communication; possesses planning, organization, money counting, basic math, basic computer, and management skills; sufficient understanding of instructions to effectively perform essential duties, including food preparation and meeting safety/sanitation guidelines; excellent customer service and teamwork skills

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Prepares and receives grocery orders according to established procedures; communicates to manager any discrepancies.
3.	Submits all invoices to Food Service Accounting on a daily basis according to established procedures.
4.	Follows preplanned menus with minimal substitutions.
5.	Follows all procedures for handling and counting money, completing daily deposit, and assures accurate cash intake when cashiering.
6.	Completes temperature logs daily; reports maintenance problems to manager.
7.	Counts and records physical inventory monthly.
8.	Assists with the training of foodservice assistants.
9.	Attends manager meetings and required training sessions in the absence of the manager.
10.	Submits and files free and reduced meal documents.
11.	Assists manager in maintaining time sheets and payroll forms.

12.	Assures compliance with all federal, state, county, and district regulations and policies. Assures compliance with all food safety program (HACCP) guidelines.
13.	Assures CCSD standardized recipes are followed.
14.	Oversees and participates in the production and serving of meals and assures enough food is prepared daily so that every customer is offered the same choices.
15.	Assures that foods served meet quality standards for appearance, texture, flavor, and temperature.
16.	Meets serving schedule guidelines.
17.	Performs all Food Service Assistant duties as required.
18.	Follows all Human Resources procedures and personnel requirements as outlined in the CCSD Administrative Rules, CCSD Employee Handbook, and the FNS Employee Handbook.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**PHYSICAL DEMANDS:**

Dictionary of Occupational Titles- Physical Demand Categories:

<b><u>Occasional</u></b>	<b><u>Frequent</u></b>	<b><u>Continuous</u></b>
1-33% or 0-2.5 hrs p/day 0-100 reps	33-66% or 2.5-5 hrs p/day 100-500 reps	67-100% or 5 or more hrs p/day 500 or more reps

<b>TASK/ACTIVITY</b>	<b><u>Occasional</u> 1-33% per day</b>	<b><u>Frequent</u> 34-66% per day</b>	<b><u>Continuous</u> 67-100% per day</b>
Lift Floor to Knuckle	50 lbs	25 lbs	10 lbs
Lift 12 inch off floor to knuckle	50 lbs	25 lbs	10 lbs
Lift waist to chest height	35 lbs	17.5 lbs	7 lbs
Lift waist to overhead	25 lbs	12.5 lbs	5 lbs
Two Hand Carry	50 lbs	25 lbs	10 lbs
Push- The maximum amount of force it takes to move, (push and pull), fully loaded utility carts, baker's racks, and proofing/holding cabinets was measured.	33.5 lbs	NA	NA
Pull	33.5 lbs	NA	NA
Sit	X		
Stand			X
Walk		X	
Repetitive Stooping (Bending)		X	
Sustained Stooping (Bending)	X		
Repetitive Crouching (Squatting)		X	
Sustained Crouching (Squatting)	X		
Climb Stairs	X		
Climb Ladders	X		
Kneel	X		
Operate Hand Controls/Tool Use/Grasping			X
Reach above Shoulder Height	X		
Reach Repetitively Waist Height		X	