

# **Nutrition Services Handbook**

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# **I. Nutrition Services Information**

# 1. Welcome

We are glad to have you as a part of this team! For those of you who have worked for the Independence School District Nutrition Services Department in the past- Thank you for your years of service. For those of you who are new to the department- Welcome to the challenging role of feeding and influencing today's youth of America.

This resource is intended to provide you with a basic reference guide as to how the Nutrition Services Department operates within the boundaries of the school district as set forth by the School Board, Superintendent, Assistant Superintendents, and Director of Nutrition Services. Prior to setting foot in the Nutrition Services Department (FSD) you will have received a District Handbook outlining general policies and procedures. It is highly recommended that this Nutrition Services Handbook be used in conjunction with the District Handbook. It is also recommended that you review all Board policies, which can be found on line at: <https://www.isdschools.org/board-policies/>

If there any further questions, please contact our Human Resources Department at 521-5300.

Here in the Nutrition Services Department we do more than just provide healthy and nutritious meals. Information contained within this resource guide will illustrate this. It is expected that by the time you have finished reading this guide you will have a more in-depth, working knowledge of how this great and dynamic department meets the needs of the school district. Remember that the youths of today will be the leaders of tomorrow.

*"If there's hope in the future there is power in the present."* - Dr. John Maxwell

*"Adversity does not build character, it reveals it."* - James Lane Allen

*"Quality is not an act, it is a habit."* - Aristotle

*"Believe you can and you're halfway there."* - Theodore Roosevelt

*"It's the final moments that define a journey, and it's the first moments that make it possible."* - Mike Dooley

Thank you,

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## 2. Profile of Nutrition Services

### Profile of Nutrition Services

The role and purpose of the Nutrition Services Department is to provide fresh, delicious, and nutritious foods that are prepared in a safe manner and serviced in a friendly, professional environment to the students and faculty of the Independence School District.

The Nutrition Services Department is comprised of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices. Well-nourished students have higher test scores, increased school attendance, improved concentration, and positive classroom behavior.

The breakfast, lunch and snacks served in our school Nutrition Centers meet the guidelines set forth by the following programs: National School Lunch Program, School Breakfast Program, Fresh Fruit and Vegetable Program, and the Child and Adult Care Food Program. All of these programs are based on the [USDA Dietary Guidelines](#).

The Nutrition Services business operations include, student and faculty vending machines and special event catering. The ala carte and vended snack products meet the most recent requirements of the USDA Smart Snacks.

The Nutrition Services program operates in conjunction with the Health and Wellness Policies of the Independence School District.

## **3. Goals of Nutrition Services Department**

### **Goals Of Nutrition Services Department**

The most effective means of promoting school lunches is to have satisfied customers. This is accomplished by preparing and serving quality meals in an attractive manner; keeping the facilities clean and orderly; and for the staff to be pleasant and cheerful. These criteria are directly dependent on the concern and efforts of the Nutrition Services Director, Managers, and Kitchen Staff.

The Independence School District's goals are to:

- Provide a menu full of options and a variety of choices that will allow students to establish dietary habits that will continue beyond their Independence School District academic careers.
- Maintain nutritional integrity for student growth through food choices and combinations that meet and/or exceed guidelines as set forth by the Healthy, Hunger-Free Kids Act.
- Maintain district food preparation and serving areas that are operated in a safe, sanitary, and efficient manner.
- Work with parents and the Wellness Committee to promote healthy choices that fall in line with district wellness policies.
- Provide nutrition education where and when possible- in the classroom as well as in the serving area.
- Maintain a fiscally responsible Nutrition Service program.
- Provide catering services to district and non-district personnel.

## **4. Qualifications for Nutrition Services Staff**

### **Qualifications for Nutrition Services Staff**

All staff members must have a high school diploma or GED. Previous food service experience or production service is preferred. Staff members must also be willing to learn new technology skills. Different Nutrition Services positions require specialized training or certifications. Please refer to the job descriptions in the "Employment" section of this handbook for your necessary job qualifications and position responsibilities.



## 5. Food Handler's Permit

### Food Handler's Permit

Nutrition Services workers must obtain a Food Handler's Permit prior to beginning work.

You may register for a Food Handler's class on the City of Independence website: <https://www.ci.independence.mo.us/Health/RegClassInfo>

Food Nutrition Managers are required to obtain a Food Manager Permit. However, if you hold a valid ServeSafe certificate, it is not necessary to attend either permit class even if you are a Manager. Present a copy of your ServeSafe certificate along with a photo ID and payment to the Health Department located at 515 South Liberty, Independence, MO. This location is open M-F from 8:00 a.m.- 5:00 p.m. The permit fee is \$15.00 for a Food Handler permit and \$30.00 for a Manager permit. There is no charge for Food Handler classes for volunteers or those over age 65.

Pre-registration and pre-payment to attend the Food Handler's classes is required. Pre-paid registration fees are non-refundable. If you cannot attend the class for which you pre-paid and you re-schedule by noon the day before the scheduled class, the pre-payment can be re-applied to a later class. Please note that classes may be cancelled if the Independence School District is closed due to inclement weather.

## 6. Nutrition Services Employees Annual Mandatory Continuing Education

### Nutrition Services Employees Annual Mandatory Continuing Education

USDA Professional Standards Final Rule

The USDA final rule establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

Independence School District Professional Standards Compliance

Summary of Continuing Education Unit Requirements for ALL School Nutrition Employees

Director- Supervisors	12 hours of annual continuing education/training.
Managers & Cook II	10 hours of annual continuing education/training.
Cook, Food Prep, Sanitation, Warehouse & Department Secretaries	6 hours of annual continuing education/training.
Part-Time Staff (less than 20 hours per week) Sanitation/Cashier, 50/50, Food Prep	4 hours of annual continuing education/training (regardless of number of part-time hours).

The Nutrition Services Department will provide all employee's with continuing education classes during the scheduled calendar work hours. It is the responsibility of the employee to attend these compensated classes. In the event of absence the employee should speak with their supervisor to learn how to make up the missed training session. Successful completion of the mandatory annual continuing education units is required and important for continued employment.

## 7. Professional Development- Nutrition Services Salary Scale with Training

### Professional Development - Nutrition Services Salary Scale with Training

The Nutrition Services Department requires that employees on the Nutrition Services Salary Scale with Training complete ten (10) hours of approved Continuing Education Unit (CEU) training each year. The completion of the USDA professional standards annual mandatory CEU's, does not apply towards the Salary Scale with Training CEU's requirement. This training needs to be pre-approved by the Nutrition Services Director or designee.

Initial Qualifications:

- Current Nutrition Services Employee
- Serve Safe Certified
- Completed 5 Continuing Education Units outside of the workplace from a program recognized authority within 6 months prior to application
- Provide copy of Serve Safe Certification & CEU certificates to the Nutrition Services Department Secretary prior to June 15 annually

Annual completion of 10 CEU (July-June)

CEU options

- Join the National School Nutrition Association -5-CEU [www.schoolnutrition.org](http://www.schoolnutrition.org)
- Attend Eastern Jackson County Nutrition Association Meetings (CEU as program awards)
- Attend MSNA state conferences and seminars (CEU as program awards) [www.mosna.org](http://www.mosna.org)
- Register and complete on-line training ICN [www.nfsmi.org](http://www.nfsmi.org)
- Register and complete on-line training USDA website
- Register and complete on-line SNA training [www.schoolnutrition.org](http://www.schoolnutrition.org)
- *Other trainings as submitted and approved by the Operations Supervisor or Director*

Employees should submit CEU certificates for on-line seminar participation, meeting attendance and/or proof of membership to the Nutrition Services Department Payroll Clerk prior to June 15 of the current year. Annual training is non-compensated. Failure to submit CEU information prior to the designated dates will result in the movement to the regular Nutrition Services pay scale.\*

\*To requalify the employee must be Serve Safe Certified and have completed 5 CEU units within 6 months prior to reapplication.

## 8. Hours

### Hours

Consult your letter of appointment for the number of hours you are to work each day and your work start time. The increase or decrease in appointment hours or start times are approved by the Nutrition Services Operation Supervisor or Director. The district's Human Resources Office will issue revised letter of agreements reflecting hour increases or decreases. Employees do need to sign and return all letters of agreement to the Human Resources Office in a timely manner

If you work at least six (6) hours a day you are required to take a 30 minute duty-free break. Staff appointments for less than six (6) hours per day do not receive a scheduled lunch break as part of their daily work schedule. Employees are required to use the time clock to time in and out for the duty-free breaks.

Additional hours outside of your letter of appointment hours need to be pre-approved by the employee's immediate supervisor. Additional hours are paid as extra hours.

## 9. Time Clock and Exception Sheets

### Time Clock and Exception Sheets

All hourly employees are required to use the Time Clock in accordance with District Policy.

- Time punches need to match the employee's scheduled work hours unless otherwise approved
- Missed punches need to be recorded on the district exception form and approved by the site manager, Operations Supervisor or Director
- Excessive missed punches could result in disciplinary action up to and including termination
- Excessive tardiness may result in disciplinary action up to and including termination
- Employees are responsible for reviewing their time clock punches on a weekly basis to assure the accurate reporting of time worked

# 10. Attendance

## Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to report this to your supervisor as soon as possible so that arrangements can be made to cover your responsibilities for the day.

If you must be absent from work due to an illness or other emergency, you must report your absence no less than two (2) hours before your scheduled start time. To report an absence:

- You must report your absence unless you are physically unable to do so
- You must talk to a person
- DO NOT leave a message on voicemail that you will be absent
- You must call personally (it is not acceptable to have someone call for you)
- Absences should be reported to your immediate supervisor, i.e. Nutrition Center Staff should contact their Site Manager, Nutrition Center Managers should contact the Site Supervisor and their designated Nutrition Center Staff employee.

Absence Request Forms- Must be turned into the Nutrition Services Office either in advance or within 24 hours of returning to work after your absence.

Non-Reported Absences- Instance of failure to report for duty or neglect to report absences for three (3) consecutive days will be considered by the employer as employee job abandonment.

Board of Education policy 4310 states, "When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination. Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days."

Exceptions to the district's leave policies should be directed to the Operations Supervisor or Director to forward to the Human Resources office.

# 11. Excessive Tardiness

## Excessive Tardiness

Being on-time for your shift is also essential. It is expected that you arrive to work a few minutes earlier than your start time in order to prepare yourself for your shift and assure that you don't clock in late. If you clock in later than your appointed start time you will be considered tardy for the day. If you are going to be late for your shift, you should contact your supervisor to let them know. This will not excuse the tardy. While some tardies are understandable, no tardies are excusable.

## 12. Sick/Personal Days

### Sick/Personal Days

Employees should treat their sick days like insurance, only using when absolutely necessary to avoid running out. Sick leave days will accumulate.

Accumulated sick time can only be used during the normal school year. Time/days missed during summer school, extended school year operations and other times will be docked.

Exceptions to the district's leave policies should be directed to the Operations Supervisor or Director to forward to the Human Resources Office.



# 13. Employee Uniform

## Employee Uniform

Nutrition Services has a mandatory, monitored uniform policy. You will be provided five (5) uniform T-shirts and Shoes for Crews slip resistant shoes. Employees are responsible for their own black pants. Jeans, leggings, and yoga pants are not permissible.

Staff should arrive on the job each day in the required freshly laundered professional work attire.

- Department-provided uniform T-shirt (5) and their own black pants\*\*
  - Uniform is to be freshly washed and odor free
- Department-provided non-skid sole shoes and/or slip resistant shoe covers
  - Shoes should be kept clean and in good repair
- Hose or socks
- Protective cover for hair (hairnet, bonnet, or department approved ball cap)
  - Bangs should be contained in bonnet or hairnet
  - Ball cap- hair pulled back and up off shoulders/neck line- no bangs or loose hair on face or shoulder
- No excessive jewelry or visible body piercing
  - Nose ring, tongue rings, or eyebrow studs or hoop earrings are not allowed
- Clean, well-manicured finger nails; clear polish; no artificial nails
- Friendly smile!

\*\*Maintaining a professional image is important. Replacement of tattered worn T-shirts is available through the Nutrition Center Manager and Nutrition Services Office. Employees are responsible for replacing their own pants when they are no longer serviceable.

Employees are required to wear aprons over their uniform during food preparation to help assure a clean appearance during serving times. Aprons should be changed before/during meal service if necessary. Soiled aprons should be changed as necessary. Aprons are available at the school nutrition centers.

## **14. Return of Property**

### **Return of Property**

Employees are responsible for all property, materials or written information issued to them or in their possession or control. Employees must return all Independence School District property immediately upon request or upon termination of employment including all district provide work uniforms. Where permitted by applicable laws, Independence School District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Independence School District may also take all action deemed appropriate to recover or protect such property.

# 15. Telephone Calls

## Telephone Calls

Personal calls should not come to the Nutrition Center except in an emergency. Except for such emergencies, Nutrition Center staff should use their break time for personal calls, checking cell phone messages and text messages. The use of personal cell phones during work time is prohibited.

# 16. Employee Standards of Conduct

## Employee Standards of Conduct

To ensure orderly operations and provide the best possible work environment, Independence School District expects employees to follow standards of conduct that will protect the interests and safety of all employees and the District.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of standards of conduct that may result in disciplinary actions, up to and including termination of employment:

- Theft, inappropriate removal or possession of property;
- Working under the influence or in possession of alcohol or illegal drugs;
- Insubordination or other disrespectful conduct;
- Sexual or other unlawful or unwelcome harassment;
- Unauthorized use of telephones, mail system or other District-owned equipment;
- Commission of an unsafe act or failure to report accidents and unsafe acts;
- Exhibition of abusive language, physical threats, violence, or fighting;
- Failure to display a clean, neat and orderly appearance while on duty;
- Gambling illegally while on duty or on District premises;
- Dishonesty, including falsifying time records, employment application or District reports;
- Possessing or using guns, explosives, or weapons while on duty
- Incompetence;
- Inappropriate use of department equipment;
- Violation of food safety and sanitation policies;
- Failure to adhere to serving requirement and following appropriate meal accountability practices;
- Violation of personnel policies.

# 17. Payroll

## Payroll

Nutrition Services staff are paid according to the scale approved by the Independence Board of Education. If district finances allow, employees are advanced one step on the scale at the beginning of the fiscal year (July 1). This movement does not apply to new employees who are hired after April 1. These employees will remain on their step until the following year. A copy of the current scale is located in the "Employment" section of this handbook.

Nutrition Services workers who are scheduled to work at least twenty-five (25) hours a week are paid on an "even pay" basis. This means that their annual salary is divided into twenty-four (24) equal payments, no matter how many days are worked in the month. Overtime, extra hours, or docks are adjusted on the paycheck following the pay period in which these events occur. If an employee exits from the district before the end of their work year, the final paycheck is adjusted to pay them for the actual days worked and any vacation days accrued at the time of exit.

# 18. Overtime

## Overtime

Overtime is paid in accordance with the Fair Labor Standards Act. Time that an employee is required to work beyond forty (40) hours in a seven day period (Monday-Sunday), will be compensated at time and a half (1.5) of the regular hourly rate of pay.

Overtime is paid when your supervisor requests you to do tasks that cannot be completed during the forty (40) hour work week.

# 19. Benefits

## Benefits

Staff who are hired to work a minimum of twenty-five (25) hours a week may participate in the Board of Education paid health, dental, and life insurance programs. They are also eligible for long term disability insurance. Detailed information concerning benefits may be obtained by contacting the Benefits Office (521-5300) at the Board of Education Building. A summary of employee benefits can also be found in the "Benefits" section of this handbook.

## 20. Confidentiality

### Confidentiality

Federal and state laws, as well as Board of Education Policy, prohibit staff members from sharing any information about students. Information about students' behavior, medical conditions, and educational progress are confidential and you cannot share anything that you see or hear with others. Please see your school administrator if you have any questions about this.



## 21. Open Door

### Open Door

Employees are encouraged to bring questions, concerns, ideas and complaints to the attention of their Manager, Supervisor or the Director. Our doors are open to all employees. To insure that both parties can get together with time to fully discuss the issues at hand, the employee is encouraged to schedule an appointment with their Manager, Supervisor or the Director. The District strongly encourages all employees to handle matters at the lowest possible levels whenever possible.

## 22. Evaluations

### Evaluations

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the Spring. Your supervisor will discuss the evaluation with you and ask that you sign the evaluation. Please take time to study this evaluation and discuss any questions with your supervisor. A copy of the evaluation is included in the "Employment" section of this handbook.

## 23. Performance Improvement

### Performance Improvement

The performance improvement process is developed to help the staff member be successful in their job and encourage positive behaviors that support the policies and procedures of the Nutrition Services Department. The process can include, but is not limited to: verbal conversations, coaching sessions, written warnings, and letters of reprimand.

In the instance of a serious infraction such as employee safety, food safety, harassment, theft and/or others may warrant an immediate letter of reprimand and/or employee termination may be warranted.

Questions regarding these matters should be brought to a Nutrition Services Manager, Supervisor or the Director.

## 24. Important Policies

### Important Policies

It is essential that you understand and follow policies when you work in the Independence School District. These include the Board of Education policies on corporal punishment and sexual harassment and the state mandated Safe Schools Act. Please review these carefully and address any questions to the building administrators. These policies are included in the "Policies" section of this handbook.

## **II. Job Descriptions**

## 25. Director of Nutrition Services

### **DIRECTOR OF NUTRITION SERVICES**

#### **Qualifications:**

- Bachelor's degree, or equivalent education experience, with academic major in specific areas (specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field); Or
- Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; Or
- Bachelor's degree in any academic major and at least five years experience in management of school nutrition programs.

**Fair Labor Standards Act Status:** Exempt

#### **Reports to:**

Deputy Superintendent of Operations

#### **Supervises:**

Nutrition Services Site Supervisor

All Nutrition Services Staff Members

#### **Job Goal:**

- To supervise, direct, and oversee the procedures for carrying out the established philosophy and policies of the child nutrition program
- To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring
- To provide assistance to teachers, parent-groups, and other community members in teaching children healthy nutrition habits

#### **Performance Responsibilities:**

- Determines and evaluates human, fiscal, and technical resources available to meet goals and objectives
- Identifies program needs and sets priorities
- Establishes program goals based on the philosophy, procedures, and needs of the Nutrition Services Department
- Recommends necessary changes to meet the needs of the Nutrition Services Department
- Communicates procedures and their purpose to school food service personnel
- Evaluates the effectiveness of defined procedures

- Relates departmental goals to the Superintendent
- Assists staff in establishing individual program goals
- Collaborates in facilities planning for Nutrition Centers and related building needs
- Implements a plan for regular evaluation and update of the organizational structure
- Administers and directs the implementation of school nutrition programs within the school district in compliance with federal, state, and local regulations
- Identifies, evaluates, and interprets management data with computer applications
- Ensures program standards and directs the implementation of a nutritionally sound program
- Works with instructional staff in the development of nutrition education curriculum
- Implements and prepares a budget and financial management plan consistent with local, state, and federal requirements
- Implements a comprehensive program for personnel management
- Implements a system for the procurement of food and supplies in accordance with regulations. Recommends and implements a system for purchase, receiving, storage, and allocation of foods and non-food items necessary for the program
- Monitors food production and service
- Monitors/evaluates sanitation standards and a system for control of microbiological infection among personnel, for quality food preparation and facility maintenance
- Works with the District's Director of Public Relations marketing the school district's nutritional programs and services
- Belongs to and supports local, state, and national associations in relation to school food service
- Reviews and evaluates current research and technical and professional journals
- Other duties assigned by the Superintendent

**Terms of Employment:**

The Director of Nutrition Services will be employed for a twelve-month position. The salary and work year will be established by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Administrator Performance Based Summative Appraisal.

HR 02/16/2017

## 26. Nutrition Services Bookkeeper

### **DIRECTOR OF NUTRITION SERVICES**

#### **Qualifications:**

- Bachelor's degree, or equivalent education experience, with academic major in specific areas (specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field); Or
- Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; Or
- Bachelor's degree in any academic major and at least five years experience in management of school nutrition programs.

**Fair Labor Standards Act Status:** Exempt

#### **Reports to:**

Deputy Superintendent of Operations

#### **Supervises:**

Nutrition Services Site Supervisor

All Nutrition Services Staff Members

#### **Job Goal:**

- To supervise, direct, and oversee the procedures for carrying out the established philosophy and policies of the child nutrition program
- To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring
- To provide assistance to teachers, parent-groups, and other community members in teaching children healthy nutrition habits

#### **Performance Responsibilities:**

- Determines and evaluates human, fiscal, and technical resources available to meet goals and objectives
- Identifies program needs and sets priorities
- Establishes program goals based on the philosophy, procedures, and needs of the Nutrition Services Department
- Recommends necessary changes to meet the needs of the Nutrition Services Department
- Communicates procedures and their purpose to school food service personnel
- Evaluates the effectiveness of defined procedures
- Relates departmental goals to the Superintendent



- Assists staff in establishing individual program goals
- Collaborates in facilities planning for Nutrition Centers and related building needs
- Implements a plan for regular evaluation and update of the organizational structure
- Administers and directs the implementation of school nutrition programs within the school district in compliance with federal, state, and local regulations
- Identifies, evaluates, and interprets management data with computer applications
- Ensures program standards and directs the implementation of a nutritionally sound program
- Works with instructional staff in the development of nutrition education curriculum
- Implements and prepares a budget and financial management plan consistent with local, state, and federal requirements
- Implements a comprehensive program for personnel management
- Implements a system for the procurement of food and supplies in accordance with regulations. Recommends and implements a system for purchase, receiving, storage, and allocation of foods and non-food items necessary for the program
- Monitors food production and service
- Monitors/evaluates sanitation standards and a system for control of microbiological infection among personnel, for quality food preparation and facility maintenance
- Works with the District's Director of Public Relations marketing the school district's nutritional programs and services
- Belongs to and supports local, state, and national associations in relation to school food service
- Reviews and evaluates current research and technical and professional journals
- Other duties assigned by the Superintendent

**Terms of Employment:**

The Director of Nutrition Services will be employed for a twelve-month position. The salary and work year will be established by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Administrator Performance Based Summative Appraisal.

HR 02/16/2017

## 27. Nutrition Services Receptionist / Secretary

### **NUTRITION SERVICES RECEPTIONIST/SECRETARY**

#### **Qualifications:**

- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred
- Experience in accounts receivable, accounts payable, payroll, federal program compliance and reporting, human resources and Workers Compensations preferred
- Ability to operate phone system, computers, copiers, office machinery, and equipment with a high degree of skill
- Effective communication and interpersonal skills required
- Knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Director of Nutrition Services

#### **Job Goal:**

Provide skillful and productive operation of the Nutrition Services Office in order to assure a positive impact on the nutritional program of the Independence School District.

#### **Performance Responsibilities:**

- Secretary to Department Director
- Take Incoming Phone Calls
- I.T. troubleshooting and work-orders
- Website updates
  - School Menus Designs and monthly updates
  - Nutrition Facts
  - Education Facts
  - Website material
  - Meal Pay Plus
- Meal Pay site updates
- Incoming and outgoing-date stamp and distribution of mail
- Office Supplies order and distribution to sites
- Copy Machine troubleshooting and stocking
- Staff Meeting Scheduling and Notification
- FFVP Monthly Newsletter
  - Designed and updated and sent to Nutrition Centers

- Monthly School Menus
  - Designed and formatted
  - Printed and distributed to appropriate personnel
- Meeting Scheduler
- Training Materials
- Student allergies, data entry and filing
- Managers Notebook data updates and maintenance
- Department SOP Data file maintenance and updates
- Various management reports as scheduled and requested
- Attends and completes the mandatory continuing education training as assigned
- Employee Handbook updates
- Assist with Free and Reduced applications and phone calls
- Assist with Float Staff placement
- Assist with entering daily absence and leave request in Sub-Finder
- Any and all other duties or projects as assigned

**Terms of Employment:**

The Receptionist/Secretary is employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Nutrition Services and the Bookkeeper, using the Independence School District Performance Based Evaluation-Office Personnel.

HR 04/13/2015

## 28. Café Cashier

### **Café Cashier**

#### **Qualifications:**

- High School Diploma or equivalent
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's permit
- Ability to speak, read, and write fluently in English
- Ability to perform basic math
- Ability to follow recipes
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, push, and/or pull
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Café Manager

#### **Job goal:**

To support the daily participation, accountability, and sanitation of the Café while adhering to the policies and procedures as set forth by the Nutrition Services Department.

#### **General Responsibilities:**

- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Assures that the meal participation components in the Café are in compliance with District standards.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Prepares/records bank deposits and other reports deemed necessary on a daily basis.
- Reliable and arrives to work on time.
- Assist with product inventory
- Maintain positive attitude.
- Reports any problems or issues to the Manager.

- Accepts suggestions for improvement in a professional manner.
- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Assists with catering jobs when needed
- Performs other duties as assigned.

**Terms of Employment:**

Café Cashier will be employed for twelve (12) months. The salary will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18

## 29. Café Cook 1

### Café Cook 1

#### **Qualifications:**

- High School Diploma or equivalent
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's permit
- Ability to speak, read, and write fluently in English
- Ability to perform basic math
- Ability to follow recipes
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, push, and/or pull
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Café Manager and/or Cook 2

#### **Job goal:**

Support the daily food preparation, cashier, sanitation, and serving needs of the Café while adhering to the policies and procedures as set forth by the Nutrition Services Department.

#### **General Responsibilities:**

- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Proficiently prepares food according to daily production needs in accordance to the daily menu and daily catering.
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food/non-food supplies for quality and quantity.
- Follow FIFO principles when it comes to rotation of inventory items.
- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Assures that the meal participation components in the Café are in compliance with District standards.

- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Follows the standard recipe in the preparation of meals to assure quality and taste.
- Handles special meal or menu requests for the school. Coordinates with the Café Manager or Site Supervisor.
- Reliable and arrives to work on time.
- Maintain positive attitude.
- Reports any problems or issues to the Manager.
- Accepts suggestions for improvement in a professional manner.
- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Assists with catering jobs when needed
- Performs other duties as assigned.

**Terms of Employment:**

Café Cook 1 will be employed for twelve (12) months. The salary will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18



## 30. Café Cook 2

### Café Cook 2

#### **Qualifications:**

- High School Diploma or equivalent
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's permit
- Ability to speak, read, and write fluently in English
- Ability to perform basic math
- Ability to follow recipes
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, push, and/or pull
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Café Manager

#### **Job goal:**

Support the daily food preparation, cashier, sanitation, and serving needs of the Café while adhering to the policies and procedures as set forth by the Nutrition Services Department. Knowledgeable in the processing of ordering, receiving, production management and computerized daily accounting processes. Be able to manage the establishment in the Café Manager's absence.

#### **General Responsibilities:**

- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Proficiently prepares food according to daily production needs in accordance to the daily menu and daily catering.
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food/non-food supplies for quality and quantity.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Follows the standard recipe in the preparation of meals to assure quality and taste.

- Follow FIFO principles when it comes to rotation of inventory items.
- Handles special meal or menu requests for the school. Coordinates with the Café Manager or Site Supervisor.
- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Assures that the meal participation components in the Café are in compliance with District standards.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Maintain accuracy of staff hours in the Work Force Timekeeping system.
- Attend manager's meeting in place of Café Manager as needed.
- Reliable and arrives to work on time.
- Maintain positive attitude.
- Reports any problems or issues to the Manager.
- Accepts suggestions for improvement in a professional manner.
- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Assists with catering jobs when needed
- Performs other duties as assigned.

**Terms of Employment:**

Café Cook 2 will be employed for twelve (12) months. The salary will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.

- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18

# 31. Café Manager

## **Café Manager**

### **Qualifications:**

- High School Diploma or equivalent required, with additional training in nutrition center management preferred
- Five (5) years of supervisory experience in commercial food service operations/production experience preferred
- Experience in food service menu planning, ordering, production, inventory and sanitation preferred
- Knowledgeable in the processing of ordering, receiving, production management and computerized daily accounting processes.
- ServeSafe certified preferred
- Ability to speak, read, and write fluently in English
- Proficient in Microsoft Word, Excel, PowerPoint, Google Docs and e-mail.
- Ability to perform basic math
- Good organization, communication, and interpersonal skills
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Possession of knowledge, skills, and abilities necessary to perform the essential functions of the position
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

**Fair Labor Standards Act Status:** Exempt

### **Reports to:**

Director

### **Supervises:**

Café Staff

### **Job goal:**

To plan, administer, and supervise the West Side Cafe's day-to-day operations in the areas of walk-in sales and catering while adhering to the policies and procedures as set forth by the Nutrition Services Department.

### **General Responsibilities:**

- Maintain a strong current knowledge of department operation processes and standards.

- Responsible for supervision, training, motivation, and management of staff members.
- Give recommendation regarding the hiring, placement, and termination of staff members.
- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Ability to evaluate product pricing and determine proper vendor to purchase supplies from.
- Ability to recognize profitability when creating menus.
- Assumes financial accountability of cashiering activities involving the collection of money, daily deposits, and perform related cashiering tasks as required.
- Proficiently prepares menus for walk-in sales and for catered events.
- Proficiently prepares food according to daily production needs in accordance to the daily menu and daily catering as required.
- Maintains daily operational records and assures financial accountability of production and meal activity.
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food/non-food supplies for quality and quantity.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Follows the standard recipe in the preparation of meals to assure quality and taste.
- Follow FIFO principles when it comes to rotation of inventory items.
- Handles special meal or menu requests for the site. Coordinates with Director.
- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Maintain accuracy of staff hours in the Work Force Timekeeping system.
- Reliable and arrives to work on time.
- Maintain positive attitude.
- Reports any problems or issues to the Site Supervisor or Director.
- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Performs other duties as assigned.

**Terms of Employment:**

The Café Manager will be employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment.

The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Director using the Independence School District Supervisor Evaluation.

HR 9/10/18

## 32. Cashier and Sanitation

### CASHIER AND SANITATION

#### Qualifications:

- High School Diploma or general education degree (GED).
- Valid Jackson County/Independence Food Handler's Permit
- Previous food service/production experience preferred
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

**Fair Labor Standards Act Status:** Non-Exempt

#### Reports to:

Nutrition Center Manager

#### Job Goal:

Support the daily participation, accountability, and sanitation of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Service Department

#### General Responsibilities:

- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assures that the participation meal components are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department
- Assures accurate meal participation accountability by accurately posting sales and payments to student accounts
- Records deposits/prepares bank deposits and other reports on a daily basis
- Reliable and on time to work
- Assist with product inventory
- Positive attitude that reflects on the Nutrition Center and the program

- Forwards Free and Reduced applications to the manager daily
- Reports any problems to the Manager
- Accepts suggestions for improvement in a professional manner
- Attends and completes the mandatory continuing education training as assigned
- Follows ALL safety protocols and guidelines
- Uses good time management without constant supervision
- Performs other duties as assigned

**Terms of Employment:**

Cashier/ Sanitation positions will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18



## 33. Cook 2 / Assistant Manager

### COOK 2 / ASSISTANT MANAGER

#### Qualifications:

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Serve Safe Certified
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code
- Knowledgeable in the use of equipment and their safety protocols

**Fair Labor Standards Act Status:** Non-Exempt

#### Reports to:

Nutrition Center Manager

#### Supervises:

Nutrition Center Staff

#### Job Goal:

Able to manage the food preparation of the daily menu, cashier, sanitation and serving needs of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Services Department. Knowledgeable in the processing of ordering, receiving, production management and computerized daily accounting processes

#### Performance Responsibilities:

- Responsible for the supervision, training, and management of daily operations
- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.

- Assumes responsibility to assure that the portions, meal components, and participation are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department
- Assumes financial accountability of cashiering activities involving the collection of money and posting to student accounts, daily deposits and perform related cashiering tasks, as required.
- Maintains daily operational records and assures financial accountability of production and meal activity.
- Follows the standard recipe in the preparation of meals to assure quality and taste
- Maintains food inventory guidelines as set by HACCP and approved meal plans by ordering/monitoring/inventorying incoming food and supplies for quality and quantity and insures stock rotations
- Uses the established computerized programs to maintain a perpetual inventory systems using FIFO
- Handles special meal or menu requests for the school (Coordinates with the Manager/Site Supervisor)
- Receives suggestions from students and adults regarding food preferences and shares them with the Manager
- Assumes responsibility for assuring that all equipment is safe and in good working condition
- Maintain accuracy of staff hours in the Work Force Timekeeping System.
- Reports to the Manager any potential problems or concerns
- Follows all safety protocol and guidelines
- Attends managers' meetings
- Attends and completes the mandatory continuing education training as assigned
- Positive attitude that reflects on the Nutrition Center and the program
- Reliable and on time to work
- Use good time management without constant supervision
- Accepts suggestions for improvement in a professional manner
- Performs other duties as assigned

**Terms of Employment:**

The Cook 2/Assistant Manager position will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work

environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Manager and Site Supervisor using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18

## 34. Cook 1

### COOK 1

#### Qualifications:

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code
- Knowledgeable in the use of equipment and their safety protocols

**Fair Labor Standards Act Status:** Non-Exempt

#### Reports to:

Nutrition Center Manager

#### Job Goal:

Support the daily hot/cold preparation of the daily menu, participation, accountability, and sanitation of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Service Department

#### General Responsibilities:

- Proficiently prepares hot and cold food according to production and the daily menu
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food supplies for quality and quantity and insures stock rotations
- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assures that the participation meal components are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department

- Assures accurate meal participation accountability by accurately posting sales and payments to student accounts
- Records deposits/prepares bank deposits and other reports on a daily basis
- Accurately receives products and assures inventory for daily production
- Maintains a high level of food quality-visual and taste
- Forwards Free and Reduced applications to the manager daily
- Positive attitude that reflects on the Nutrition Center and the program
- Follows all Safety Protocol and Guidelines
- Reports any problems to the Manager
- Reliable and on time to work
- Attends and completes the mandatory continuing education training as assigned
- Uses good time management without constant supervision
- Accepts suggestions for improvement in a professional manner
- Performs other duties as assigned

**Terms of Employment:**

Cook 1 positions will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18

## 35. Dietetic Specialist

### DIETETIC SPECIALIST

#### Qualifications:

- Bachelor's Degree in Nutrition, Food Service Management, Dietetics or a related field
- Good computer skills and knowledge of Microsoft Excel, Microsoft Word, and Microsoft Power Point
- Knowledge and experience with food service computer software preferred
- Experience in menu planning, recipe creation and conversion preferred
- ServSafe Certification
- Valid Jackson County/Independence Food Handler's Permit
- Physical ability to walk, stoop, stand, twist and squat on an occasional basis
- Lift a minimum of 50 pounds
- Ability to manage multiple tasks simultaneously
- Ability to work independently, identify priorities and plan strategies
- Good communication skills and interpersonal skills
- Ability to work within assigned time frames
- Ability to follow instructions and take initiative in performance of assigned tasks

**Fair Labor Standards Act Status:** Non-exempt

#### Reports to:

Director of Food Service

#### Job Goal:

Develops cost-effective menus that maintain nutrition integrity and meets all local, state and federal guidelines and regulations. Assess customer preferences, industry trends, and current research to plan menus that encourage participant in the Child Nutrition Program. Work with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

#### Performance Responsibilities:

- Learn, implement and maintain all facts of district menu planning, recipe and nutrition analysis software.
- Assist in developing menus and production sheets for all grade levels that are in accordance with USDA regulations.
- Possess understanding of food service software and work with the software provider and the Independence School District to coordinate problem resolution at the school sites and the Food Service Office.
- Complete nutritional analysis on all menus and implement modifications to meet USDA compliance.

- Develop, test and nutritionally analyze new recipes.
- Utilize commodity products in the menu planning and recipe creation.
- Complete cost analysis of the menu.
- Assist with creation of food specification and Prime Vendor procurement.
- Conduct student Food Advisory Panels to evaluate food quality and acceptance, and incorporate feedback into menu modification.
- Maintain and update allergy data for all food products and recipes.
- Work with parents, students and nursing staff to identify and address physician diet needs and create special menus as indicated.
- Promote and market the food service program and healthy eating to students, parents and community stakeholders.
- Provide nutrition education to students, parents and community stakeholders.
- Assist in menu planning and event development for monthly specials, the birthday program and annual celebrations, including holidays, National School Lunch and Breakfast Weeks and other occasions as directed.
- Assist in training material development, and USDA Professional Standard Nutrition Services employee trainings
- Develops and provides nutrition education session for adult employee wellness
- Assist with meal compliance State and Federal
- Communicate regularly with Director of Food Service.

**Other Performance Responsibilities:**

- Attend meetings as required by the Director of Food Service.
- Completes other duties as assigned

**Terms of Employment:**

The Dietetic Specialist will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**



- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 9/10/18

## 36. Food Prep 1

### FOOD PREP 1

#### Qualifications:

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, pushing and/or pulling
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

**Fair Labor Standards Act Status:** Non-Exempt

#### Reports to:

The Nutrition Center Manager

#### Job Goal:

Support the daily food preparation, cashier, sanitation, and serving needs of the Nutrition Center while adhering to the policies and guidelines as set by the Nutrition Service Department

#### Performance Responsibilities:

- Proficiently prepares the cold food according to production and the daily menu
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food supplies for quality and quantity and insures stock rotations
- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assures that the participation meal components are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department
- Assures accurate meal participation accountability by accurately posting sales and payments to student accounts
- Records deposits/prepares bank deposits and reports on a daily basis

- Forwards Free and Reduced applications to the manager daily
- Reports any problems to the Manager
- Attends and completes the mandatory continuing education training as assigned
- Uses good time management without constant supervision
- Accepts suggestions for improvements in a professional manner
- Follows all Safety protocols and guidelines
- Assist with product Inventory
- Positive attitude that reflects on the Nutrition Center and the program
- Reliable and on time to work
- Performs other duties as assigned

**Terms of Employment:**

Food Prep 1 positions will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18

## 37. Nutrition Center Manager

### **NUTRITION CENTER MANAGER**

#### **Qualifications:**

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Serve Safe Certification
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code
- Knowledgeable in the use of equipment and their safety protocols

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Director of Nutrition Services

Nutrition Services Site Supervisor

Building Principal

#### **Supervises:**

Nutrition Center Staff

#### **Job Goal:**

The professional management of the daily operations of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Service Department.

#### **Performance Responsibilities:**

- Responsible for the supervision, training, and management of daily operations and reports
- Follows all safety protocol and guidelines

- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assumes responsibility to assure that the portions, meal components, and participation are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department
- Assumes financial accountability of cashiering activities involving the collection of money and posting to student accounts, daily deposits and perform related cashiering tasks, as required.
- Maintains daily operational records and assures financial accountability of production and meal activity.
- Follows the standard recipe in the preparation of meals to assure quality and taste
- Maintains food inventory guidelines as set by HACCP and approved meal plans by ordering/monitoring/inventorying incoming food and supplies for quality and quantity and insures stock rotations
- Uses the established computerized programs to maintain a perpetual inventory systems using FIFO
- Handles special meal or menu requests for the school (Coordinates with the Site Supervisor)
- Receives suggestions from students and adults regarding food preferences and shares them with the Site Supervisor and Director Nutrition Services
- Assumes responsibility for assuring that all equipment is safe and in good working condition. Reports to the Nutrition Services office any potential problems or concerns.
- Maintain accuracy of staff hours in the Work Force Timekeeping System.
- Reports to the Site Supervisor and Director Nutrition Services any potential problems or concerns
- Positive attitude that reflects on the Nutrition Center and the program
- Uses good time management without constant supervision
- Accepts suggestions for improvement in a professional manner
- Reliable and on time to work
- Attends managers' meetings
- Attends and completes the annual mandatory training as assigned
- Performs other duties as assigned

**Terms of Employment:**

Nutrition Center Managers positions will be employed for nine (9) or ten (10) months. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk

of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Site Supervisor and Director using the Independence School District Performance Based Evaluation Standards for Nutrition Services.

HR 9/10/18

## 38. Nutrition Services Purchasing Clerk

### **NUTRITION SERVICES PURCHASING CLERK**

#### **Qualifications:**

- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred
- Minimum of five (5) years of corporate purchasing experience required
- Experienced in the grocery bid processes, cost, ordering, inventory management, perpetual inventory, and FIFO preferred
- Knowledge in menu planning and compliance preferred
- Knowledge of kitchen equipment and repair and maintenance procedures preferred
- Computer skills and/or experience required
- Working knowledge of standard office machines required
- Effective communication and interpersonal skills required
- Knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Inventory/Warehouse Supervisor

#### **Job Goal:**

To oversee the purchase and timely delivery of groceries and smallwares to the Nutrition Centers based on policy and the approved menu plan. To oversee and assure the accuracy of the inventory and the site set ups in Purchasing Software System. To receive and respond to the equipment and maintenance needs of the Nutrition Centers. To coordinate the requests for bid, bid review, and bid awards with the Director and Warehouse Supervisor.

#### **Performance Responsibilities:**

- Set up and maintain accurate inventory data in the Horizon software system
  - Price
  - Pack size
  - Nutritional data
  - Supplier/Mfg. Data
- Set-up and maintain site inventory set-ups as per designated site type
- Maintain current product nutritional data per department policy and procedure

- Order processing food products & supplies
  - Check all school orders for accuracy
  - Process all orders for delivery to the schools & warehouse
  - Back up to Supervisor for weekly vendor order submission
  - Process all hot shots
  - Work with vendors to assure product availability
  - Process all concessions orders
- RFP new food products, small wares & new equipment
  - Obtain bid pricing for all new products needed throughout the year
- Annual RFP processing food, small wares & supplies
  - Prepare data for bid submission
  - Send out bid sheets to all eligible vendors
  - Compile all bid data for analysis
  - Secure necessary nutrition facts sheets
  - Prepare bid award letters & mail
  - Update all information in Horizon software system
- Commodity Processing
  - Back up warehouse supervisor for processing monthly open order for state items
  - Participate in commodity product comparisons
- Weekly/ Monthly/ Quarterly product projected usage and availability analysis reports
- Communicate with sales representatives
- Participates in monthly menu planning meeting
- Work Orders- Repairs and Maintenance
  - Assist with tracking and processing of NC work orders as per department policy and procedures.
- Nutrition centers and warehouse receiving reports audit
- Inventory Reconciliation Processes Food & Supplies
- Invoice Processing accounts payable
  - Review all invoices for accuracy- contact vendor on discrepancies
  - Compile & process milk invoices weekly
  - Back up bookkeeper for checking all invoices & receiving tickets for accuracy
  - Back up to bookkeeper for invoice approval and submittal to ISD CO
- NuVal
  - Submit all new items to NuVal for scoring
  - Provides updated NuVal scoring labels to HS/MS nutrition centers
- FFVP Menu
  - Submit FFVP menu to director for approval
  - Post menu to production
  - Make copies of monthly menu for bookkeeper & secretary
- Vending equipment asset tracking
- Attends and completes the mandatory continuing education training as assigned
- Take incoming phone calls
- Other duties as assigned by Purchasing/Warehouse Supervisor or Director



**Terms of Employment:**

Nutrition Services Purchasing Clerk will be employed for twelve (12) month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

4/13/2015

## 39. Nutrition Services Secretary

### **NUTRITION SERVICES SECRETARY**

#### **Qualifications:**

- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred
- Experience in accounts receivable, accounts payable, payroll, federal program compliance and reporting, human resources and Workers Compensations preferred
- Ability to operate phone system, computers, copiers, office machinery, and equipment with a high degree of skill
- Effective communication and interpersonal skills required
- Knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Director of Nutrition Services

#### **Job Goal:**

Provide skillful and productive operation of the Nutrition Services Office in order to assure a positive impact on the nutritional program of the Independence School District.

#### **Performance Responsibilities:**

- Free and Reduced Lunch Applications
  - Regulations
  - Applications Processing
  - Trains F & R processors
  - Direct Certification-monthly
  - Organized and accurate record keeping
  - Family notifications of status
  - Data/Materials Updates
  - Spanish Translation-Letters/Applications/Website
  - Annual Free and Reduced Mailing
  - Webpage Free & Reduced Information
  - Compliance Processes/Reporting
  - Missouri Health Net Tracking
- Monitors accuracy between SIS Enrollment, ADA and OneSource Data
- Provides department bookkeeper with monthly SIS/ADA

- Handles department H.R. functions as per district & department procedures
  - New hire process and employee exits
  - Tracks new hires and open positions
  - Intent to Return
  - Letters of Agreement
  - Time Clock
  - Sub-finder- Request for time off
  - Excessive absence letters as instructed
  - FMLA tracking
  - Work Comp tracking
- Tracks employee CEU and training opportunities
- Updates and maintains accurate department employee information spreadsheets
- Maintains site placement spreadsheets
- Tracks employee uniforms/replacements & shoes for crews
- Managers Keys tracking
- Monitor One Source Communications on a daily basis
- One Source Vending Data updates as outlined
- Monthly vending journal entries
- Cross-training duties (back-up to Receptionist/Secretary and Bookkeeper)
  - Take incoming phone calls
  - Assist with student meal account balance questions
  - Assist with MyPayment questions
  - Assist with processing accounts payable
  - Assist with NS Department Bank Deposits
- Attends and completes the mandatory continuing education training as assigned
- Any and all other duties or projects as assigned

**Terms of Employment:**

The Nutrition Services Secretary is employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Nutrition Services and the Bookkeeper, using the Independence School District Performance Based Evaluation-Office Personnel.

HR 04/13/2015

## 40. Nutrition Services Site Supervisor

### **NUTRITION SERVICES SITE SUPERVISOR**

#### **Qualifications:**

- Five (5) years of supervisory experience in commercial food service operations management, preferred
- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred.
- Experience in food service menu plan ordering, nutrient based meal preparation, production, inventory and sanitation, preferred
- Serve Safe Certified, preferred
- Valid Jackson County/Independence Food Handler's Permit
- Proficient in Microsoft Word, Excel, PowerPoint, Google docs and e-mail
- Ability to learn new technology
- Good organization, communication and interpersonal skills
- Possession of knowledge, skills, and abilities necessary to perform the essential functions of the position
- Physical ability to walk, stoop, stand, twist and squat on an occasional basis
- Lift a minimum of 50 pounds
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

**Fair Labor Standards Act Status:** Exempt

#### **Reports to:**

Operations Supervisor

#### **Supervises:**

Nutrition Center Managers

Nutrition Center Staff

#### **Job Goal:**

Provide skillful supervision and training in the nutrition centers that upholds the policies and procedures of the Nutrition Services Department.

#### **Performance Responsibilities:**

- Maintains a strong current knowledge of USDA/ DESE regulations for the NSLP & NSB Program, CACFP, SFSP and department operation processes and standards

- Assist in the coordination of the School Nutrition Program; serves as a resource to manager(s) in problem-solving and providing feedback to the Operations Supervisor regarding potential problem situations
- Provides training and support to the Nutrition Center Managers and staff in areas of menu forecast, ordering processes, receiving, inventory management, inventory organization and safe storage, food production, product quality, serving, customer service, meal POS processing, timeclock, kitchen equipment usage, SFSPac, OneSource operation processes, student meal account balances
- Completes routine onsite evaluations of the Nutrition Centers and reviews HACCP, daily Nutrition Center operations to assure that department operating procedures and standards (SOP's) are being followed; implements and reports corrective action and retraining as necessary
- Completes site visits and inspection reports in a timely manner
- Provides culinary training to managers and staff as scheduled
- Coordinates district catering and special events
- Maintains records according to department procedures, responds to e-mail and meeting request in a timely manner
- Makes recommendations to the Operations Supervisor for special training sessions and updates to SOP documents
- Assist with Nutrition Center hiring, staff placement, float coverage as assigned
- Works with the Operations Supervisor and Director on the development of employee training programs, training materials, monthly managers meetings, and USDA required annual CEU trainings
- Makes recommendations for the employment and termination of nutrition center employees
- Completes site manager annual evaluations as assigned
- Maintains accurate records, confidential and general correspondence, memos, statistical data, reports, month end reports, and other office forms as assigned
- Attends and completes the mandatory USDA CEU's and other trainings as assigned
- Performs and assists with other duties as assigned by the Operations Supervisor and/or Director

**Terms of Employment:**

The Nutrition Services Supervisor will be employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment.

The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 9/10/18

# 41. Warehouse and Delivery

## WAREHOUSE AND DELIVERY

### Qualifications:

- High School Diploma or equivalent alternatives to the qualifications as the Board of Education may find appropriate and acceptable
- Previous warehouse handling experience preferred
- Valid CDL license
- Previous experience with fork lift, stick shift truck, and box van preferred
- Equipment repair and maintenance experience
- Ability to lift at least 70 pounds unassisted
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to withstand a variety of temperature ranges
- Able to read and write English and calculate simple mathematics
- Willing to learn new technology
- Neat and clean in appearance
- Willing to work in a team environment
- Valid Jackson County/Independence Food Handler's Permit

**Fair Labor Standards Act Status:** Non-Exempt

### Reports to:

Warehouse Manager and/ or Supervisor

### Job Goal:

Support the operations of the warehouse, delivery, and general maintenance of the Nutrition Service Department as determined by the Warehouse Manager and/or Supervisor.

### Performance Responsibilities:

- Receives grocery orders to the warehouse
- Follows the FIFO inventory system
- Fills grocery orders for school Nutrition Center operations
- Delivers grocery orders in a timely and professional manner
- Handles deliveries from Nutrition Centers as instructed
- Assumes responsibility for assuring that all equipment is safe and in good working condition. Reports malfunctions and initiates repairs as instructed
- Picks up and receives commodity product into inventory
- Follows the food inventory guidelines as set by HACCP
- Assumes responsibility for the security of food and supplies

- Attends and completes mandatory continuing education as assigned
- Performs general small equipment repair & maintenance functions as required
- Reports any operation problems to the Warehouse Manager and/or Supervisor
- Will perform work of equal or lower classification, as required or directed, and perform work of a higher classification for training purposes, or as warranted by emergency circumstances as directed by the Warehouse Supervisor or Director
- Other duties as assigned by the Warehouse Manager and/or Warehouse Supervisor or Director

**Terms of Employment:**

The Warehouse and Delivery position will be employed for a twelvemonth position. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 70 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 70 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Warehouse Manager and/or Supervisor, using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18



## 42. Warehouse and Delivery Manager

### WAREHOUSE AND DELIVERY MANAGER

#### Qualifications:

- High School Diploma or equivalent alternatives to the qualifications as the Board of Education may find appropriate and acceptable
- Previous warehouse handling experience preferred
- Valid CDL license
- Previous experience with fork lift, stick shift truck, and box van preferred
- Ability to lift at least 70 pounds unassisted
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to withstand a variety of temperature ranges
- Able to read and write English and calculate simple mathematics
- Operate a computer terminal and willing to learn new technology
- Experienced record-keeping techniques
- Warehouse health and safety regulations
- Neat and clean in appearance
- Willing to work in a team environment
- Valid Jackson County/Independence Food Handler's Permit

**Fair Labor Standards Act Status:** Non-Exempt

#### Reports to:

Warehouse and Distribution Supervisor

#### Job Goal:

Support the operations of the warehouse, delivery, and general maintenance of the Nutrition Service Department as determined by the Warehouse Supervisor.

#### Performance Responsibilities:

- Places warehouse orders and receives products via department software system
- Maintains an accurate warehouse inventory
- Processes weekly site orders
- Manages site hotshots
- Maintains a par level inventory
- Processes the monthly warehouse inventories
- Assures that orders are pulled and prepared in a timely manner
- Receives grocery orders to the warehouse
- Follows the FIFO inventory system

- Fills grocery orders for school Nutrition Center operations
- Delivers grocery orders in a timely and professional manner
- Processes return deliveries from Nutrition Centers as instructed
- Assumes responsibility for assuring that all equipment is safe and in good working condition. Reports malfunctions and initiates repairs as instructed
- Picks up and receives commodity product into inventory
- Follows the food inventory guidelines as set by HACCP
- Assumes responsibility for the security of food and supplies
- Attends professional development as directed
- Reports any operation problems to the Warehouse Purchasing Supervisor
- Completes annual continuing education training as assigned
- Will perform work of equal or lower classification, as required or directed, and perform work of a higher classification for training purposes, or as warranted by emergency circumstances as directed by the Warehouse Purchasing Supervisor or Director
- Other duties as assigned by the Warehouse Purchasing Supervisor or Director

**Terms of Employment:**

The Warehouse and Delivery position will be employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

**Required Testing:**

Post offer employment medical physical exam and essential functions test (EFT) required.

**Work Environment/conditions:**

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

**Physical Demands:**

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 70 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 70 pounds total.

**Evaluation:**

Performance of this job will be evaluated by the Warehouse Purchasing Supervisor, using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 9/10/18

## **III. Salary Scales**

## 43. Nutrition Services Salary Scales

To view the 2020-2021 Nutrition Services Salary Scales, please visit [https://www.isdschools.org/hr/employee\\_handbook/2020-2021/salary\\_schedules/index.html#nutrition\\_svc](https://www.isdschools.org/hr/employee_handbook/2020-2021/salary_schedules/index.html#nutrition_svc)

## **IV. Performance Based Evaluations**

## **44. Nutrition Services Performance Based Evaluations**

To view the Performance Based Evaluations for Nutrition Services Staff, please contact your supervisor.

## V. Employment Calendars



## 45. Nutrition Services Employment Calendars

To view the 2020-2021 Nutrition Services Calendars, please visit [https://www.isdschools.org/hr/employee\\_handbook/2020-2021/calendars/index.html#nutrition\\_svc](https://www.isdschools.org/hr/employee_handbook/2020-2021/calendars/index.html#nutrition_svc)