

**KERRVILLE INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: CHILD NUTRITION SUPPORT STAFF**

**Wage/Hour Status:** Nonexempt

Revised: 11-28-12

**QUALIFICATIONS:**

- High school diploma or GED preferred
- Food handler card
- Ability to read and write
- Ability to understand food preparation and safety instructions
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic arithmetic operation
- Ability to follow strict rules and regulations
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

**REPORTS TO:**

- Child Nutrition Manager and Director of Child Nutrition

**JOB GOAL:**

- Prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

**PERFORMANCE RESPONSIBILITIES**

- Prepare quality food according to a planned menu of tested, standardized recipes.
- Serve food according to meal schedules, departmental policies, and procedures.
- Practice and promote portion control and proper use of leftovers.
- Use proper storage and handling techniques of food items and supplies.
- Maintain a clean and organized storage area.
- Operate tools and equipment according to prescribed safety standards.
- Follow established procedure to meet high standards of cleanliness, health, safety, and HACCP.
- Help maintain garbage collection containers and areas; that they are kept neat and sanitary; as per health department regulations.

- Correct unsafe conditions in work area and report such to Child Nutrition Manager. Any conditions that are not correctable, report to Child Nutrition Manager immediately.
- Maintain personal appearance and hygiene.
- Handle and enter point of sale functions accurately.
- Help ensure accurate food and supply quantities are available and ordered.
- Perform accurate periodic inventories as requested.
- Maintain daily food production records.
- Promote teamwork and interaction with fellow staff members.
- Perform other duties as may be assigned by the Superintendent or Director of Child Nutrition.
- Conducts oneself in a professional manner in accordance with district expectations and the Texas Education Agency Code of Ethics.

**EQUIPMENT USED**

- Large and small kitchen equipment to include electric slicer, mixer, steamer, sharp cutting tools, oven, dishwasher, food processor, vegetable cutter/mixer, can opener, garbage disposal, beverage boxes, serving lines, proofer, heated and refrigerated cabinets, ice machine, stovetop, tilt skillet, carts, point of sale system, walk-in cooler, and walk-in freezer.

***Mental Demands / Physical Demands / Environmental Factors:***

Continual standing, walking, pushing and pulling; frequent stooping, bending, kneeling and climbing (ladder), moderate lifting and carrying. Moderate exposure to hot and cold temperatures, dust, toxic chemicals and materials. Need to be in good health and the ability to lift 40 lbs.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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**TERMS OF EMPLOYMENT:**

Work year established by the Board; salary according to current schedule.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.