

Substitute CNP

Bessemer City Schools

1621 5th Avenue North

Bessemer, Al 35020

Classified - Position - Substitute - CNP

Open Date 10/1/2016

Closing Date 5/01/2016

As needed for Elementary, Middle and High School. Please see attached for job description

Salary Range: From/To Base on Bessemer City School System Salary Schedule.

Additional Job Information

To apply: online at <http://bessemer.schoolinsites.com/>

If selected to substitute, you will be required to obtain the following prior to being a CNP Substitute:

Background check

Bessemer Board of Education current school year Medical Form

Jefferson County Department of Health Food Handler courses

High School Diploma or GED.

References

Job Attachment

The State does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

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**BESSEMER CITY SCHOOLS
CHILD NUTRITION PROGRAM ASSISTANT**

TITLE: CAFETERIA PROGRAM ASSISTANT

JOB SUMMARY: A person, under the direct supervision of a CNP manager, who performs assigned tasks in designated areas. Works in food preparation, cleaning, serving, storage, facility maintenance, record keeping and follows system policies and procedures. **May be assigned other duties related to the Child Nutrition Program.**

JOB QUALIFICATIONS:

1. Must have basic knowledge of methods of quantity food preparation and serving, use and care of kitchen equipment and utensils, food service safety, principles of sanitation and basic reading, writing, and math skills.
2. Must have the ability to prepare and serve a wide variety of food-soups, entrees, sandwiches, fruits, vegetables, salads, breads, desserts and beverages. Work rapidly and efficiently in performing tasks, work positively and effectively with students and school personnel. Follow written job assignments, recipes, and oral instructions. Apply and maintain Health Department and USDA standards of sanitation and personal hygiene and be able to keep records.
3. Physical abilities includes manual dexterity to shred, chop, assemble, and mixed foods. Stamina to stand and walk on hard flooring for long periods of time, bend, stoop, lift, carry and reach over head. Ability to withstand a wide range of temperatures and work with chemical cleaning agents. Having strength to lift and carry food items or objects weighting up to fifty (50) pounds and to perform any assigned task dictated by the physical layout of the cafeteria facility.

EDUCATIONAL AND OTHER REQUIREMENTS INCLUDE:

1. Sufficient education to have basic skills in reading, writing, and math is required; a high school diploma or GED equivalent is desirable
2. Served as a child nutrition program substitute or have considerable paid or volunteer experience
3. Have a current Food Handler Permit from the Jefferson County Department of Health or have ServSafe Certification
4. Must complete a criminal background check through Cogent at your own expense
5. Annual Physician's Health form and tuberculin test (TB)
6. Such alternatives to the above qualifications as the Bessemer City Schools Board of Education may find appropriate and acceptable

REPORTS TO: Principal, Cafeteria Manager and Assistant Manager

JOB DESCRIPTION: The following is an outlined of the job function to be performed by a Child Nutrition Program Assistant. Tasks required to carry out each job function are provided and are considered a part of the job description.

Functions:

- 1. Participate in job related training and professional growth activities.**
 - a. Develops and applies knowledge and/or skills obtained from training under the supervision of the manager and CNP central office staff
 - b. Follow manager's instruction as to method and procedures to use in performing tasks
 - c. Relates training to personal sanitation/health and job responsibilities
 - d. Participate in job-related professional activities; attendance at Bessemer City Schools CNP Professional Development Days is expected

- 2. Practice procedures in food preparation, use and care of equipment, and personal habits to assure that system, county, and state sanitation standards are met.**
 - a. Receives, stores, prepares, and serve food according to Health Department and USDA standards
 - b. Accept work assignments for the cleaning of work areas, utensils, equipment and the cafeteria and dining facility; this includes daily, weekly and of quarter cleaning of washing dishes, and cleaning kitchenware, equipment, fixtures, tables, floors, walls and windows; maintain standards of cleaning consistent with system guidelines and Health Department Regulations.
 - c. Follows established procedures to maintain insect and rodent control systems; reports any evidence of infestation to manager
 - d. Follows system policies on sanitation, personal grooming, and dress

- 3. Follows standards of safety in preparing, storing, and serving food**
 - a. Operates and cleans equipment using caution and safe procedures
 - b. Uses, cleans, and stores potentially dangerous equipment items according to safe procedure, i.e. knives, slicers, choppers, food processors, mixers, steamers, etc.
 - c. Operates fire extinguishers, if needed
 - d. Reports accidents and potential safety hazards to the manager
 - e. Practices grooming habits as determined by system dress standards and general policies that relate to food and personal safety (proper shoes, hair restraints, no jewelry, etc.)

- 4. Follows the Child Nutrition Program managers' assignments and instructions in producing and serving food and in facility maintenance**
 - a. Uses objective and subjective methods to evaluate food quality
 - b. Measures and/or weights ingredients correctly
 - c. Follows standardized recipes according to instruction
 - d. Uses equipment correctly
 - e. Uses correct utensils for preparation and serving
 - f. Follows assigned work schedule
 - g. Assembles food and other supplies necessary to prepare recipes
 - h. Uses efficient work techniques and completes assigned tasks on schedule
 - i. Maintains equipment and work areas used in a clean and orderly condition
 - j. Provide correct records of food usage/leftovers for production records

- 5. Follows the Child Nutrition Program manager's instructions in portioning, garnishing, and serving meals**
 - a. Serves correct portions of food in appropriate dishes with garnishes in an attractive manner

- b. Follows standards to check temperature of food and equipment; maintains potentially hazardous foods at proper temperature; cold foods maintained at 41° or less and hot foods at 135° or higher
 - c. Inspects returned trays of food to assess amount of food eaten and reports excessive waste to manager
 - d. Follows USDA meal pattern requirements in serving student meals
 - e. Keeps serving area clean, orderly, and supplied with menu items offered
- 6. Participates in implementing promotion of special school and community activities consistent with Board policy**
- a. Recognizes the importance and role of special activities as a public relations tool
 - b. Participate in the preparation and service of special meal functions if assigned
- 7. Maintains required forms and records as assigned by managers**
- a. Assists with inventories, if assigned
 - b. Accurately completes required forms, i.e. production records, if assigned
 - c. Cashiers and assists with counting money, if assigned
 - d. Performs other clerical duties related to program, if assigned
- 8. Follows system procedures in personnel matters including grievance, leave, etc.**
- a. Follows school system policies and regulations related to CNP assistants and all classified personnel
 - b. Performs responsibilities as outlined in the job description
 - c. Confers with manager and principal regarding job related problems; follows lines of communication within the school and school system in resolving grievance or problem situations
- 9. Demonstrates the ability to work cooperatively with the school and the community**
- a. Relates and communicates positively with students, co-workers, school staff, parents, and the public
 - b. Discusses job related problems and/or complaints with the appropriate supervisors/administrators and not in the community
- 10. Participates in implementing cost containment measures while maintaining quality**
- a. Utilize work simplification techniques
 - b. Efficiently uses time, food, equipment, and supplies with minimum waste
 - c. Produces satisfactory work on assigned job tasks in a reasonable time
 - d. Performs assigned tasks, assists other with cleaning or preparation when assigned tasks are completed ahead of schedule

TERM OF EMPLOYMENT: Salary and work schedule to be established by the Bessemer City Schools Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Bessemer City Schools Board of Education's policy on assessments and evaluations of Support Service Personnel.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job.