



**ALABASTER CITY SCHOOLS
BOARD OF EDUCATION
JOB DESCRIPTION**

JOB TITLE: CNP ASSOCIATE

QUALIFICATIONS:

1. Good general health.
2. Demonstrated aptitude for successful performance of the tasks listed.
3. High school graduate.

REPORTS TO: CNP Manager
Principal

JOB GOAL: To assist in providing a school food service program safely and efficiently to meet nutritional needs of students and staff while complying with local, state, and federal regulations.

PERFORMANCE RESPONSIBILITIES:

1. Perform work in the school food service facility in accordance with regulations, policies, and procedures.
2. Prepare and serve food with the highest standards of sanitation.
3. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
4. Perform major cleaning of equipment and storerooms at regularly scheduled intervals as designated by the CNP Manager.
5. Assume responsibility for storage and disposal of unused foods.
6. Follow attendance, punctuality and proper dress rules.
7. Maintain confidentiality regarding school/workplace matters.
8. Model and maintain high ethical standards.
9. Keep supervisor informed of potential problems or unusual events.

10. Respond to inquiries and concerns in a timely manner.
11. Exhibit interpersonal skills to work as an effective team member.
12. Demonstrate support for Alabaster City Schools with its goals and priorities.
13. Participate in cross-training activities and identify potential problems or opportunity for improvement.
14. Perform other job-related duties that may be reasonably required by the Lunchroom Manager.

PHYSICAL REQUIREMENTS:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects. Standing for long periods of time. Walking, pushing, pulling, lifting, bending and kneeling most of the day. Repetitive hand motions due to prolonged use of serving utensils. Repetitive hand motions due to menu and recipe preparation.

TERMS OF EMPLOYMENT: Nine-month contract. Salary is determined by appropriate placement on current salary schedule. Nonexempt employee. Daily work schedule established by the Child Nutrition Manager or Principal.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.