



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT

### JOB CLASS SPECIFICATION

Certified: 7/1/2024

## School Nutrition Worker

Pay Scale: B

Level: 1

FLSA Status: Non-Exempt

Job Family: School Nutrition

Primary Location: School-Based

### Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department also establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

### Job Overview

The School Nutrition Worker prepares and distributes food items for consumption by students and school personnel, ensures compliance with reporting requirements, and maintains facilities in a sanitary condition.

### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Stocks, arranges, and delivers food and beverage items for students and staff
- Prepares food and beverage items to meet mandated nutritional requirements and projected meal requirements
- Serves food items to meet mandated nutritional requirements and/or requests of students and school personnel
- Cashiers' meal and ala carte sales successfully, makes accurate change, rings up all transactions, and meets the standard of over/short for the day
- Cleans utensils, equipment, and the storage, food preparation and serving areas to maintain sanitary conditions using HACCP standards
- Assists in promoting the food services program to ensure food service programs are self-supporting
- Follows all established guidelines as identified in the Nutrition Services Employee handbook and in compliance with state and federal requirements and mandated health requirements
- Ability to work independently with minimal supervision

### Qualifications

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

#### Education

High School Diploma or GED

#### Experience

### **Licenses and Certifications**

Sanitation certificate required within six (6) months of hire

### **Knowledge, Skills and Abilities**

- Knowledge of food service methods and practices, including proper food safety and sanitation procedures
- Ability to read and interpret standardized recipes and other technical documents
- Work requires excellent customer relations skills
- Ability to perform varied food service work including food preparation, serving, clean up, and cashiering
- Ability to communicate effectively with co-workers and customers and work cooperatively with others
- Ability to work in a fast-paced work environment

### **Physical Requirements**

*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May be exposed to temperature extremes.

### **Equal Opportunity Employment**

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

### **ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.