



EMPLOYEE NAME: _____

Revised: 06/05; 11/06; 4//08; 10/08; 7/10; 12/10; 5/11; 10/12, 6/16; 4/17; 6/18; 7/24

JOB DESCRIPTION

POSITION TITLE: Key Person, FNS	JOB CODE: 410B
DIVISION: Business Services	SALARY SCHEDULE: Food and Nutrition Services
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 188
REPORTS TO: Food and Nutrition Services Manager	PAY GRADE: MIT/Key Person (NF02)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Supports the manager by performing management and clerical foodservice duties at the school site.	
REVISION DATE(S): 7/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE (High School Equivalency) required
2.	Certification/License Required: Employee must complete 30 clock hours of basic training (Orientation for Nutrition Employees [ONE] course) provided by the School Food & Nutrition Services Department during the first 12 months of employment as required by the Georgia Department of Education
3.	Experience: 1 year school foodservice or management work experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to repetitively lift items weighing a maximum of 50 pounds, walk & stand on cement floor for up to 7.5 hours, climb ladder, stoop, bend, lift, and have hands in hot and cold water; working for extended periods in extreme temperatures from hot to sub-zero; using cleaning chemicals in solution, aerosol and powder forms. Subject to a noisy work environment.
5.	Knowledge, Skills, & Abilities: The ability to follow and implement written recipes, safety procedures, and employment related instructions as presented in English; written and oral communication; possesses planning, organization, money counting, basic math, basic computer, and management skills; sufficient understanding of instructions to effectively perform essential duties, including food preparation and meeting safety/sanitation guidelines; excellent customer service and teamwork skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Follows all procedures for handling and counting money, completing daily deposit, and assures accurate cash intake when cashiering.
3.	Assures compliance with all federal, state, county, and district regulations and policies.
4.	Assures compliance with all food safety program (HACCP) guidelines.
5.	Follows all Human Resources procedures and personnel requirements as outlined in the CCSD Administrative Rules, CCSD Employee Handbook, and the FNS Employee Handbook.
6.	Adheres to FNS approved dress code – uniform, gloves, hairnet, etc.
7.	Assists with the training of foodservice assistants.
8.	Demonstrates ability to be flexible in job assignments.
9.	Oversees and participates in the production and serving of meals and assures enough food is prepared daily so that every customer is offered the same choices.
10.	Assures that foods served meet quality standards for appearance, texture, flavor, and temperature.
11.	Meets serving schedule guidelines.
12.	Attends required training sessions.

13.	Participates successfully in on-the-job training
14.	Performs all Food Service Assistant duties as required.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____