

# BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

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## JOB DESCRIPTION

### CHILD NUTRITION FOOD SERVICE WORKER - PART TIME

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

**Reports to:** Kitchen Manager

**Wage/Hour Status:** Non-Exempt

**Location:** Bellville ISD - O'Bryant Primary

### QUALIFICATIONS

High School Diploma or GED

Current Food Handler's Certification (will be provided upon hire)

Experience in food preparation preferred but not required

### SPECIAL KNOWLEDGE/SKILLS

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 operations

### MAJOR RESPONSIBILITIES & DUTIES:

Food Preparation and Serving

- Participation in meal preparation and serving at multiple locations as needed
- Prepare quality food according to a planned menu of tested, uniform recipes
- Serve food according to meal schedules, departmental policies, and procedures
- Practice and promote portion control and proper use and storage of leftovers
- Supervise storage and handling of food items and supplies. Maintain a clean and organized storage area.

Safety and Sanitation

- Operate tools and equipment according to prescribed safety standards
- Follow established procedures to meet high standards of cleanliness, health, and safety
- Keep garbage collection containers neat and sanitary
- Correct unsafe conditions in work area and report any conditions that are correctable to supervisor immediately
- Maintain personal appearance and hygiene

Other

- Handle and record cashier functions accurately
- Help record food requisitions and order necessary supplies
- Maintain daily food preparation records
- Promote teamwork and interaction with fellow staff members
- Demonstrate on a daily basis support, loyalty and a positive attitude towards BISSD Child Nutrition Objectives

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## **SUPERVISORY RESPONSIBILITIES:**

None

## **EQUIPMENT USED:**

Large and small kitchen equipment to include electric slicer, mixer, pressure steamer, sharp cutting tools, oven, dishwasher, and food utility cart

## **WORKING CONDITIONS:**

Mental Conditions/Physical Demands/Environmental Factors

- Maintain emotional control in high stress environment with frequent interruptions
- Frequent standing (3-8 hours per day), walking, pushing and pulling (up to 50 pounds). Moderate lifting and carrying (up to 25 pounds); some stooping, bending, kneeling; limited exposure to extreme hot and cold temperatures

## **NUMBER OF DAYS WORKED:**

176 days

5 hours per day, extra as needed

Approximate time: 8:30am - 1:30pm

## **COMPENSATION SCALE:**

To Be Determined based on years of experience

## **APPLICATION PROCESS & TIMELINE:**

Apply by completing the application link at [www.bellvillisd.org](http://www.bellvillisd.org) and by sending a resume and letter of interest to Alyssa Werner, Child Nutrition Director at [awerner@bellvillebrahmas.org](mailto:awerner@bellvillebrahmas.org) by June 30 2024 .

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