



Job Description

Job Title: Child Nutrition Floater
Position Code: 5N77, EN77
Job Classification: Non -Exempt

Supervisor: Program Administrator
Pay Grade: Grade 10
Contract Length: 186 Days

Job Summary

The substitute coordinator will assign substitute employees as needed to work sites throughout Newport News Child Nutrition Services Program. The coordinator will work out of the central office while assigning substitutes. Once substitute assignments have been complete the coordinator will assist in a kitchen operation as needed.

Essential Duties

1. Coordinates substitutes and managers-in- training as needed to all child nutrition sites. Working with managers through e-mail and calling to assist filling the most urgent needs first.
2. Maintain records of substitute's attendance and absences, working with program administrator when issues arise concerning attendance or insubordination.
3. Work with program administrator to coordinate the hiring needs to maintain substitute list.
4. Ability to cook, bake and cashier when needed.
5. Follows standards of safety in preparing, storing and serving food as required by Child Nutrition Services and Virginia Department of Health.
6. Follow procedures in food preparation, use and care of equipment and personal habits to assure that sanitation standards are met as required by Child Nutrition Services and the Department of Health.
7. Operates computer to include but not limited to: downloads, food production records, food inventory, end of day procedures, lunch loan notices to students, weekly roster to be used in the event of power failure, and the ability to send and receive e-mail.
8. Attend job related training classes and workshops.
9. Performs other duties as assigned.
10. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Program Administrator other appropriate administrator.

Job Specifications

To perform this job successfully an individual must be able to coordinate and prioritize substitutes in order for all kitchens to function. The ability to maintain accurate records of substitutes with location and days worked. Ability to file records as needed with a temp service when used due to a shortage of child nutrition substitutes. Ability to travel to and assist in the kitchen in any capacity needed.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

Ability to read and write in English and follow written and oral instructions. Possession of or the ability to obtain a Food handlers card. Follow dress code as outlined in the Child Nutrition Services Handbook. Ability

to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and scalds. Ability to complete written forms and records. Desire to put forth the best effort in all assigned duties.

Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must have the ability too stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 30 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with staff and students.

Supervision Exercised: None

Supervision Received : Program Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date