

## **Alabama School of Fine Arts**

### **Job Description**

**Job Title:** Child Nutrition Program Associate

**Job Goals:** To understand the goals and purposes of the National Child Nutrition Program and to perform the duties and serve the students attractive, nutritious meals in a clean, compatible and efficient manner to meet the goals of the Child Nutrition Program

**Reports to:** Child Nutrition Program Supervisor

#### **Preferred Qualifications:**

- Good general health –able to lift, bend, stoop, walk, carry and reach over head
- Dependable, responsible and trustworthy;
- Any combination of education and experience necessary to successfully perform the responsibilities listed (read, write, simple mathematics and follow instructions)
- Child Nutrition Experience Preferred
- Completion of ServSafe or similar Food Safety Class Preferred

#### **Duties and Responsibilities:**

1. Performs assigned duties related to the preparation of school meals such as setting up, cooking, servicing, cleaning, washing, moping and maintaining inventory
2. Assumes responsibility for storage and disposal of unused foods.
3. Follows work schedules and carries out all assignments in a co-operative manner.
4. Learns and exercises proper care and use of all equipment.
5. Keeps all work areas clean and orderly.
6. Observes proper safety precautions in the kitchen and dining area.
7. Produces satisfactory work on job tasks in a reasonable period of time.
8. Must be regular and punctual in attendance, and stay to completion of shift.
9. Completes required reports and records accurately and promptly.
10. Participates in activities that will promote the school nutrition program.
11. Follows all Child Nutrition Program policies, procedures, rules and regulations.
12. Maintains proper professional relationships and works co-operatively with co-workers, teachers, parents and children. Shows respect for others.
13. Follows written and oral instructions and communicates effectively with others.
14. Exercises self-control adequately while demonstrating flexibility and tolerance.
15. Exhibits personal grooming and dresses appropriately for food service. Workers are required to wear proper clothes for work, hair restraints, and shall not wear jewelry.
16. Cooperates with health officials in supporting all local and state public health laws and codes.
17. Shows an interest in improving abilities by attending all required in-service meetings and workshops.
18. Perform other job-related duties that may be reasonably required by supervisor.

19. Assists in the daily clean-up of the kitchen, dining room, and serving area. Performs major cleaning of equipment and storerooms at regular intervals as designated by the supervisor.
20. Performs related duties such as preparing, serving and cleaning for special school functions.

**Salary:** Salary Schedule Based on Degree and Experience

**Service Term:** Ten Months

### **Application Procedure**

Send letter of application which speaks with specificity to the job responsibilities and qualifications outlined above, resume, and names of at least three references with full contact information to:

Jamie Plott, CFO  
Alabama School of Fine Arts  
1800 Rev. Abraham Woods, Jr. Blvd.  
Birmingham, Alabama 35203  
Telephone: (205) 252-9241  
Fax: (205) 458-0342  
[jplott@asfa.k12.al.us](mailto:jplott@asfa.k12.al.us)

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