



Job Description For Job Opening at North Middle School

Date: Open 2/10/2015---Respond to Ruth Ann Kiley-Wiedmeyer by Friday February 20, 2015

Job Title: **NUTRITION SERVICE WORKER – North Middle School**

Term of Employment: School Year-Only Days that lunch is served

Evaluation: Following a successful introductory period, evaluation shall recur once every twelve (12) months. The evaluation shall be conducted by the Food Service Director or the immediate manager.

FLSA Status: Hourly – non-exempt-3 ¼ hours on days we serve lunch-from 9:45 a.m. to 1:30 P.M.

Department: **Nutrition Services**

Reports To: **North Manager- Vickie Longley and Nutrition Services Director- Ruth Ann Kiley-Wiedmeyer**

NOTE: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Key Skills and Abilities

- Must demonstrate sound analytical and organizational skills.
- Must have excellent interpersonal communication skills.
- Must be able to earn trust and confidence from their co-workers and be able to take personal accountability.
- Must demonstrate strong convictions and support for the District's and School's mission, vision and goals.
- Ability to work positively, effectively and ethically with students and staff.
- Ability to perform duties with awareness of all district requirements and the Board of Education policies.
- Must have computer knowledge and be comfortable using a computer.

Essential Duties and Responsibilities Include:

- Maintains confidentiality and unquestionable integrity.
- Able to take directions from their Supervisor on a daily basis.
- Responsible to get assigned job done in an efficient and timely manner.
- Responsible for customer satisfaction.

Desired Minimum Qualifications (Experience, Education, Certificates, Licenses and Training):

- Must be able to work independently as well as within a team.
- Experience in a school district setting is highly desirable.
- High School Diploma

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, stoop, kneel, crouch, crawl, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard kitchen equipment (fine finger dexterity); reach, carry, push and/or pull with hands and arms; and lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Generally the job requires 35% walking, and 65% standing.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with School District staff, parents, students, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is moderate/high with varying levels throughout the day. The job is performed under moderate temperature variations.

Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.