



# Satsuma City Schools

Application for Employment

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TRADITION. VISION. INNOVATION.**

Job Title – Child Nutrition Program Worker (HR110)

**Supervisor:** CNP Manager, CNP Coordinator, and Principal

**FLSA Status:** Non-Exempt

**Job Goals:**

- To effectively implement local school Child Nutrition Program (CNP).
- To provide healthy, nutritious meals and food preparation services for students, staff, visitors, and community members of Satsuma City Schools.

**Minimum Qualifications:**

1. High school diploma or equivalent preferred.
2. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
3. Possess and maintain valid driver's license.
4. Must have current Food Handler's card.
5. Ability to operate and maintain kitchen equipment necessary for performance of job responsibilities.
6. Ability to carry out verbal and written instructions and demonstrate effective interpersonal skills.
7. Ability to follow Child Nutrition Program guidelines and regulations.
8. Ability to use technology as required to perform job responsibilities.
9. Strength, stamina, agility, dexterity, and acuity to perform job responsibilities safely and effectively.
10. Ability, agility and stamina to engage in prolonged standing, stooping, kneeling, bending, turning, reaching, and repetitive lifting up to 30 pounds.
11. Ability to lift objects weighing up to 50 pounds.
12. Ability to be punctual and in regular attendance.
13. Such alternative qualifications to those listed as the Board may require.

**Performance Responsibilities and Essential Functions:**

1. Assists in preparation and service of food according to the written menu of the day and supervisor's/manager's instruction.
2. Performs food storage; inventory control; equipment cleaning, assembly, and disassembly; and related serving and sanitation tasks as assigned.
3. Performs duties in a courteous and professional manner.
4. Operates food service equipment in accordance with established procedures.
5. Serves in job rotation or assists in any CNP activities as assigned including, but not limited to, cashier, server, backup, dish machine operator, food preparation, and cleanup of kitchen, dining area, storage areas, or work area.
6. Maintains professional dress and hygiene, suitable for food service work (uniform, hair net/hat, closed-toe shoe with non-skid sole, etc.).
7. Observes proper safety precautions in the kitchen and other work areas.
8. Cooperates with other school system staff members in maintaining high standards in the child nutrition program.
9. Follows written and verbal instructions and communicates effectively with others (CNP staff, vendors, school staff, students, parents, community members).



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10. Participates in and promotes in-service training, conferences, and continuing educational programs for self-improvement and for other personnel.
11. Engages in professional growth and demonstrates professional ethics and effective work habits.
12. Maintains appropriate confidentiality regarding school/workplace matters.
13. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
14. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
15. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
16. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
17. Properly uses and cares for tools, equipment, and material resources of the school system.
18. Serves on school/system committees as required or appropriate.
19. Uses effective collaboration skills to work as an effective team member.
20. Demonstrates support for the school system and its goals and priorities.
21. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
22. Reports absences and takes leave in accordance with Board policies and procedures.
23. Performs other job-related duties as assigned by principal and/or supervisor.

**Terms of Employment:**

Nine-month position in accordance with the Board approved salary schedule.

**Evaluation:**

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.