

Posted: September 1, 2022

Classified Personnel:

CNP Worker (9-month) - Satsuma High School

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the following application and submitting it to:

Crystal Sealey, CNP Director
Satsuma High School
1 Gator Circle
Satsuma, AL 36572
(251) 380-8190
csealey@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



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.



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: _____