



Job Title	School Nutrition Staff
Reports To	Food & Nutrition Specialist; Operations Coordinator
Supervises	N/A
Status	Part-Time, Non-Exempt

**Objective:** Help serve nutritious school meals to elementary students and maintain a healthy school nutrition environment.

**Responsibilities:**

- Conduct daily food safety procedures, including recording temperatures of food and food storage systems
- Conduct daily cleaning & sanitizing of all food surfaces and kitchen/lunchroom equipment
- Monitor expiration dates and ensure that milk and other perishable supplies are rotated properly
- Receive deliveries and follow delivery receipt procedures
- Complete daily service logs and production records
- Assist with meal preparation and presentation
- Serve meals to students according to directions regarding portion size and nutrition components
- Identify students receiving meals and count meals served. Report data to School Nutrition Specialist
- Store and dispose of unused food -- cover and store food items in proper locations and at proper temperatures according to HACCP procedures
- Maintain a clean and safe kitchen environment
- Complete regular training as assigned by the school nutrition director in the areas of meal service documentation, nutritional components, and food safety procedures.
- Other job-related duties as assigned

**Qualifications:**

- High School Diploma or equivalent required
- Knowledge of food service practices and procedures
- Knowledge of food safety regulations and standards
- Ability to follow both written and verbal instructions and perform assigned tasks independently.

**Preferred:**

- Experience in school food service
- Food Safety certification or willingness to obtain

**Interpersonal relationships**

- Communicate effectively and clearly with students and staff.
- Define clear expectations for students and other Spero Academy staff members.
- Maintain personal accountability for actions.
- Work with all staff members of Spero Academy including teachers, therapists, other professionals and paraprofessionals, board and administration as a team player in working with students and families.
- Demonstrate a positive attitude and contribute to the work environment in a creative and acceptable manner.
- Demonstrate skills in problem solving decision making.
- Treat each student and family individually.

- Communicate with teachers and support staff in a clear, receptive and responsive manner.

**Other**

- Comply with state, local, federal laws and understands including the laws related to confidentiality
- Knowledge of and relationship with community resources for parents
- Assume other responsibilities as deemed necessary
- Ability to work with diverse individuals
- Proven ability to work effectively with others
- Knowledge of and ability to develop resources to support Spero Academy's mission as a fully inclusive school setting
- Ability to achieve and maintain status of "not disqualified" upon completion of criminal background studies
- Ability to sit and work at a computer for extended periods of time
- Ability to lift up to 50 pounds on occasion

*This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of their position. As the nature of business demands change, so too, may the essential functions of this position.*

*Send resume and district application to:*

*Spero Academy*

*2701 California Street NE, Minneapolis, MN 55418*

*EOE/AA*