



YORK PREPARATORY ACADEMY South Carolina Public Charter School District

TITLE:	Food Nutrition Assistant (Part Time)
POSITION TYPE:	Non - Exempt
AGREEMENT TERMS:	10 month agreement (August – May) 180 Days (4.00 hours per day)
SALARY/RATE:	\$15.00/hour – depending on experience
REPORTS TO:	Director of Food Services

GENERAL SUMMARY

To prepare and serve nutritionally adequate meals for York Preparatory Academy students.

RESPONSIBILITIES

- To prepare and serve students meals.
- Maintain standards of health, sanitation, and safety to comply with Federal and State regulations
- Complete appropriate training for position and follow instructions.
- Stays mentally alert. Applies knowledge applicable on the job.
- Supports Coordinator in maintaining daily and monthly inventory of all food and supplies; takes inventory as required.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education/Training	High School Diploma or equivalent. Excellent computer skills required. Must be proficient with MS Office, specifically Excel.
Experience	One year food service experience required. Prior experience working in a school cafeteria setting preferred. Knowledge of food safety guidelines.
Skills/Efforts	Must be able to follow recipes in preparing food. Creates a positive work environment. Communicates well with students, faculty and other staff members. Follows instructions quickly and accurately. Dependable.
Working Condition	Ability to work five days a week. Office/cafeteria environment with limited exposure to outside conditions. Office activities require movement/lifting items weighing up to 50 pounds.

Must be able to pass a background and drug screening.

York Preparatory Academy is an Equal Opportunity Employer.