



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

CHILD NUTRITION PROGRAM (CNP) WORKER

School/worksite: Based at Central Office to be assigned to schools

Posting Period: June 17, 2025 - June 23, 2025

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: June 23 2025, or until filled

JOB TITLE: CHILD NUTRITION PROGRAM (CNP) WORKER

QUALIFICATIONS:

1. High school graduate or equivalent (GED) and academic competency in basic skills. Good physical and emotional health including ability to perform duties described in essential functions.
2. Effective interpersonal communication skills.
3. Current health certificate
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: CNP Manager, Principal, CNP Supervisor

JOB GOAL:

Demonstrates excellent customer service while preparing food that is attractive and nutritious; serves meals in a friendly and efficient manner.

CONTRACT: 182 Days

FLSA: Non-Exempt

PERFORMANCE RESPONSIBILITIES:

1. Perform work in the Child Nutrition Program in accordance with regulations, policies and procedures.
2. Assist with basic food preparation and proper food storage.
3. Follow verbal and written instructions.
4. Attends workshops relating to CNP as needed.
5. Attends meetings as may be required by the school administration.
6. Prepare food as assigned according to the planned menu.
7. Follow recipes accurately.
8. Maintain working knowledge of kitchen equipment.
9. Prepare service lines for meal time.
10. Assume responsibility for serving and replenishing menu items.
11. Provides cordial and professional service while working cooperatively with others.
12. Clean and maintain orderly, safe and sanitary conditions in compliance with applicable regulations.
13. Assume responsibility for storage and disposal of foods.
14. Receives, transports and stores food deliveries appropriately.
15. Display good personal grooming and appropriate dress for food service according to the Child Nutrition Program procedures.
16. Maintain confidentiality of work-related issues, records, and school related information.
17. Be regular and punctual in attendance.
18. Perform duties in a manner that will promote good public relations.
19. Understand and comply with Hartselle City Schools policies and procedures.
20. Assume other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Capable of being trained in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below listed functions:
 1. Work in a standing position for prolonged periods of time
 2. Lift and/or carry moderate weight daily (15-45 pounds)
 3. Walk, balance, bend, kneel and reach
 4. Exert adequate force to push/pull at least 40 pounds
5. Capable of working in an environment which may include, but not limited to, exposure to the following:
 1. Slippery surfaces
 2. Prolonged periods with hands in water
 3. Approved cleaning chemicals

4. Common food allergens
5. Extreme hot or cold temperatures

EVALUATION

Performance evaluation shall be in accordance with the provisions of the Board's policies and administrative procedures and guidelines.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Hartselle City Board of Education reserves the right to amend the job description as needed. The terms of employment shall be in accordance with the provisions of the ***Hartselle City Board of Education Policy Manual***, the ***Students First Act*** and the ***Hartselle City Board of Education Salary Schedule***.

Non-Discrimination Policy

It is the policy of the Hartselle City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age, or ethnic background.

SALARY SCHEDULE

CHILD NUTRITION	
WORKER	
182 DAYS	
SCHEDULE F4	
	6 HRS
RANK:	6
STEP	
0	16,708
1	16,875
2	17,043
3	17,214
4	17,386
5	17,560
6	17,735
7	17,913
8	18,092
9	18,273
10	18,456
11	18,640
12	18,827
13	19,015
14	19,205
15	19,397
16	19,591
17	19,787
18	19,985
19	20,185
20	20,386
21	20,590
22	20,796
23	21,004
24	21,214
25	21,426
26	21,641
27	21,857
28	22,076
29	22,296
30+	22,519