

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Food Production Staging Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	January 20, 2016	SALARY:	F-07/CSEA 143 Salary Schedule

BASIC FUNCTION:

Under general supervision, organize and provide work direction; assist in overall staging operations of the Nutrition Center; and perform related duties for the staging, preparation, packaging and transportation of meals.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Create and maintain a variety of records, meal production tags and routine reports related to monitoring of inventory, stocking and cleaning. *E*

Operate a variety of staging equipment. *E*

Communicate with assigned supervisor and staff regarding meal production discrepancies. *E*

Assist food service personnel with daily service activities, as needed; clean food service equipment, utensils and appliances; and store food supplies in the staging area. *E*

Ensure safe work environment; assure racks are secure and organized for timely delivery. *E*

Coordinate with meal production staff to identify needs for food and supplies; inspect and verify food and supplies for delivery to designated serving sites; utilize proper methods of storage of all foods. *E*

Assist supervisor in overseeing and participating in the quality control, storage and rotation of food according to established guidelines and procedures; dispose of unusable leftovers. *E*

Assist supervisor to identify needs, conditions and menu changes; monitor established food quality standards related to appearance and nutrition; monitor Federal and State standards; maintain food storage, work and serving areas in a clean, sanitary and safe condition. *E*

Participate in the staging preparation of food items and supplies, as necessary to assure smooth and efficient nutrition services' operations. *E*

Provide assistance lifting, moving, pushing and pulling heavy items to other staff, as requested. *E*

Establish positive working relationship with administration, faculty, staff and the public. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school graduation. Coursework or on-the-job training in large scale kitchen sanitation methods or equipment operation. Two years of experience performing food service and production utility work.

LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Food services materials, tools and equipment.
Proper methods of storing food service equipment, materials and supplies.
Health and safety regulations applicable to assigned activities.
Basic principles of training and providing work direction to others.
Record keeping and basic report preparation techniques.
Proper lifting techniques.
Inventory methods and practices.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic computer skills.

ABILITY TO:

Observe strict sanitation and health and safety standards of the Nutrition Center.
Maintain Nutrition Center facilities in an orderly and safe condition.
Use cleaning materials in a safe and efficient manner.
Assist supervisor in monitoring supplies and equipment orders.
Observe and report health and food service safety hazards and need for maintenance and repair.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with a diverse range of people.
Maintain routine records.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Learn District organization, operations, policies, objectives and goals.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment, regular exposure to noise, fumes, dust and odors; exposure to cleaning agents and chemicals; working around and with machines having moving parts. Heat from ovens and cold from refrigerators or freezers; working with slicers or other sharp objects.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; carrying, pushing or pulling food racks, dollies, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; bending at the waist. Climbing ladders and stairs. Heavy physical labor.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions