FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Food Service Operator
REPORTS TO: Assigned Supervisor
DEPARTMENT: Food Services
CLASSIFICATION: Classified
FLSA: Non-Exempt
WORK YEAR: 261 Days
BOARD APPROVAL: July 30, 2008
SALARY: F-10/CSEA 143 Salary Schedule

BASIC FUNCTION:
Under general supervision, prepare and provide high quality service in serving a variety of foods to staff and visitors at a food service operation; maintain facility and equipment in a clean and sanitary condition to create a high quality environment for students and staff; train and provide work direction to others.

REPRESENTATIVE DUTIES:
Provide timely quality service in preparing and serving a variety of foods to staff and visitors at a food service operation. E

Prepare vegetables, salads, sandwiches, fruit, soups, beans and other grilled or deep fried food items in a timely manner to meet the needs of students and staff. E

Maintain food quality standards including appearance, and nutritional requirements; maintain facility and equipment in a clean and sanitary condition; train and provide work direction to others. E

Operate a cash register to receive money and make change; count money and prepare money boxes or cash registers with appropriate amount and denominations of change. E

Clean food service equipment, utensils and appliances and store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required. E

Operate a variety of standard kitchen utensils and equipment including slicer, popcorn machine, convection oven, dishwasher, electric warmer, pressure cooker, cash register, dishwasher and other cafeteria equipment as required. E

Assist in the timely processing of meal ticket applications; record amounts of food sold, tickets and monies collected as assigned; print bar codes and laminate meal tickets. E

Conduct food and beverage inventory and maintain routine records as required; communicate with vendors to order and receive food and supplies; store food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored. E

Assist other food service personnel with cashiering and daily service activities as needed; clean food service equipment, utensils and appliances; store food supplies; assure compliance with kitchen sanitation and safety procedures and regulations; lift and assist in the lifting of moderately heavy containers. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year experience in quantity food cooking, baking and preparation.

July 30, 2008
Classification/Compensation Study
LICENSES AND OTHER REQUIREMENTS:

Valid Food Safety Certificate; valid California driver’s license preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles and methods of food service preparation, serving and storage.
- Sanitation and safety practices related to handling and serving food.
- Methods of preparing and serving food in large quantities.
- Proper methods of storing equipment, materials and supplies.
- Standard kitchen equipment, utensils and measurements.
- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal or point of sale terminal.
- Food Services software and accountability program.

ABILITY TO:
- Prepare and serve a variety of foods in quantity at a food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment, including grills or fryers.
- Prepare attractive, appetizing and nutritious meals for staff and visitors.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain routine records.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Plan and organize work.
- Train and provide work direction to others.
- Accurately account for cash transactions.
- Read and write at a level required for successful job performance.
- Become proficient in utilizing Food Services software and accountability program.
- Inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items.
- Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:
- Food service environment; subject to heat from ovens, cold from walk-in refrigerators and freezers; exposure to very hot foods, equipment, and metal objects; exposure to knives and slicers.

PHYSICAL ABILITIES:
- 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 trays, carts, materials and supplies; reaching overhead, above the shoulders and horizontally; bending at the waist.