

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Food Service Operator - Education Center	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	March 7, 2018 Schedule	SALARY:	F-10/CSEA 143 Salary

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: (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.)

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 cooking, cash register, dishwasher and other cafeteria equipment as required. *E*

Assist in a timely processing of employee accounts; record amounts of food sold, tickets and monies collected as assigned. *E*

Count and maintain inventory records and notify supervisor of needed supplies; assist in storing unused food and supplies to assure compliance with health and sanitation standards; dispose of unusable leftovers and trash. *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. *E*

Maintain current knowledge of District organization, operations, policies, objectives and goals. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Successful completion of two Food Service approved courses; 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.
Proper lifting techniques.
Basic computer skills.

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.
Maintain routine records.
Observe health and safety regulations.
Meet schedules and timelines.
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 specific software and accountability program.
Inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items.
Add, subtract, multiply and divide quickly and accurately.
Learn, apply and explain policies, procedures, rules and regulations.
Communicate effectively both orally and in writing.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
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; exposure to cleaning agents and pesticides.

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

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