

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Nutrition Services Operator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	192 Days
BOARD APPROVAL:	January 20, 2016	SALARY:	F-09/CSEA 143 Salary Schedule

BASIC FUNCTION:

Under general supervision, perform routine food service activities related to the setting up of serving areas and the serving of food to students; organize and lead food service operations by providing work direction to assigned on-site staff at a campus café in order to create and maintain a high quality environment for staff and students. Nutrition Services Operator incumbents assist in the preparation and serving of food, cashier, receive money and maintain and review records of student meal tickets to meet the needs of students and staff.

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.)

Perform routine food service activities; organize and lead a food service operations at an assigned school; assure the serving and storage of food is in accordance with established guidelines and procedures. *E*

Prepare and serve appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared; prepare and assemble meals as needed. *E*

Assist in the processing of meal ticket applications; issue free, reduced and discounted meal tickets according to established procedures; collect tickets and money or count money and prepare money boxes or cash registers with appropriate amount and denominations of change. *E*

Prepare food service facilities for the serving of food; provide quality service in assuring that serving lines are properly stocked with adequate food, beverages and supplies; count and set out food trays; prepare and serve meals; heat, portion and serve food timely to students and staff according to established procedures to meet the needs of students and staff. *E*

Collect tickets and money for meals and beverages sold and make appropriate change; complete and maintain daily and weekly records of meals and beverages served and money collected; total receipted monies; prepare deposits as assigned. *E*

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

Operate a variety of standard kitchen equipment such as computer terminals, cash registers, dishwasher, warmer and ovens as required. *E*

Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store equipment, and other food service items and equipment. *E*

Assist other food service personnel as assigned; clean food service equipment, utensils and appliances, 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. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed below; and one year experience in a food service operation. Graduation from high school and two years of experience in quantity food cooking, baking and preparation.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of two Food Service approved courses. Valid California driver's license preferred; valid Food Safety Certificate required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

Plan, organize and oversee food service operations at an assigned site.
Prepare and serve food in accordance with health and sanitation regulations.
Learn and follow health and sanitation requirements.
Maintain food service equipment and areas in a clean and sanitary condition.
Accurately account for cash transactions.
Add, subtract, multiply and divide quickly and accurately.
Wash, cut, slice, and assemble food items.
Learn, apply and explain policies, procedures, rules and regulations.
Operate standard kitchen equipment safely and efficiently.
Meet schedules and time lines.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Become proficiently in utilizing Food Services specific software and accountability program.
Inspect and report quality control inconsistencies, such as outdated or expired food products of appearances of food items.
Maintain attractive, appetizing and nutritious meals for students and staff.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Maintain routine records.
Accurately account for cash transactions.
Train and provide work direction to others.
Read and write at a level required for successful job performance.
Operate Food Services software and accountability program.
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:

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