

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Packaging Machine Operator	REPORTS TO:	Food Services Operations Manager
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	192 Days
BOARD APPROVAL:	July 30, 2008	SALARY:	F - 03/CSEA 143 Salary Schedule

BASIC FUNCTION:

Under general supervision, perform routine food service activities related to the setting up of the serving line to meet the needs of students; operate a food-wrapping machine for the distribution of meals; maintain cleanliness of food service facilities to create a high quality environment for students and staff.

REPRESENTATIVE DUTIES:

Operate a food-wrapping machine in the production and packaging of meals at a central kitchen. *E*

Assemble items to be served and sold at designated food service area locations to meet the needs of students and staff; package items for transport to other District locations. *E*

Maintain equipment in efficient working order, making simple adjustments and diagnose problems, as appropriate; monitor and adjust bag size and correct crimped trays to ensure safety and quality standards are met. *E*

Prepare materials and load packaging machine for production; as well as ensure line is being loaded correctly and timely. *E*

Ability to understand and read worksheets and menus. *E*

Assist in the preparation of food. *E*

Assist in storing unused food and supplies; dispose of unusable leftovers and garbage. *E*

Maintain food storage, work and serving areas in a clean, sanitary and safe condition; wash and clean equipment. *E*

Apply direction from Supervisor/Operations Manager. *E*

Ability to inspect and report quality control inconsistencies, such as outdated or expired food products or appearances of food items.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed below: one year of experience in a food-service operation preferably in a Nutrition Food Services Packaging Center.

LICENCES AND OTHER REQUIREMENTS:

Valid Food Handler's Card issued by Fresno County Health Department;

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard kitchen equipment, utensils and measurements.
Sanitation practices related to handling and packaging of food.
Tools and equipment.
Procedures used in performing functions of a wrapping machine at Packaging Center/Nutrition Center.
Proper lifting techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Package food in accordance with health and sanitation regulations.
Operate a food-wrapping machine safely and efficiently.
Work from prescribed menus and posted worksheet.
Maintain food service equipment and areas in a clean and sanitary condition.
Maintain work pace appropriate with workload determined by menu needs.
Monitor for sufficient quality control.
Understand and follow oral and written directions.
Listen and work cooperatively with a diverse range of people.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment; heat from wrapping machine, cold from walk-in refrigerators and freezers; working on line and pushing and pulling carts to load and unload plastic paper; working around and with machinery having moving parts; heat and possible minor burns associated with running machinery.

PHYSICAL ABILITIES:

Lift, carry, push or pull moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and finger to operate wrapping machine; pushing or pulling food trays and supplies; dexterity of hands and fingers to operate specialized tools and equipment; hearing and speaking to exchange information.