

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE SERVING KITCHEN OPERATOR

BASIC FUNCTION:

Under the direction of the Director of Food Services, operate a food service serving kitchen at an assigned school facility; maintain food service equipment and facilities in a clean and sanitary condition in accordance with State health laws.

REPRESENTATIVE DUTIES:

Receive food from a preparation kitchen and serve to students and staff; prepare and serve sandwiches, salads and a variety of nutritional foodstuffs as needed.

Sell lunch tickets and perform cashiering duties as needed.

Order milk, ice cream and supplies; maintain inventory records and records of meals served to needy students.

Count and wrap money; prepare bank deposit slips; prepare daily report of meals served.

Assure the proper cleanliness of equipment and supplies used in the cafeteria.

Perform a variety of food service duties as needed to assure timely preparation and serving of food in accordance with fixed timetables.

Confer with Director regarding cafeteria needs, conditions and menu changes.

Operate a variety of equipment and machines used in a school cafeteria including mixer, oven and can opener.

Attend meetings relating to food service operations.

Provide work direction and guidance to assigned Food Service Assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Organization and operation of a serving kitchen facility.

Principles and methods of quantity food preparation, serving and storage.

Basic principles of nutrition.

Sanitation and safety practices related to cooking and serving food.

Preventative maintenance and operations of cafeteria equipment and utensils.

Record-keeping techniques.

Health and safety regulations pertaining to food service.
Interpersonal skills using tact, patience and courtesy.
Standard weights and measures used in cooking.

Ability to:

Operate a food service serving kitchen at an assigned school.
Maintain food service equipment and facilities in a clean and sanitary condition in accordance with State health laws.
Operate a variety of kitchen equipment including a mixer, oven and can opener.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Maintain records and prepare reports.
Work cooperatively and effectively with others.
Work independently with little direction.
Meet schedules and time lines.
Plan and organize work.
Perform cashiering duties.
Make math calculations quickly and accurately.
Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment. Move objects weighing over 50 pounds using safe and proper methods and/or equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience at the level of a Senior Food Service Assistant.

WORKING CONDITIONS:

Serving Kitchen environment; subject to heat from ovens, lifting and standing for long periods of time.