

<b>Position Title:</b>	Food Services Operator	<b>PCN:</b>	School Specific
<b>Department/School:</b>	Food Services	<b>Location/Address:</b>	School Specific
<b>Reports to(Title only):</b>	Food Services Manager	<b>Work Hours</b>	am to pm
<b>Salary/Position Category:</b>	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input checked="" type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
<b>Position type/ Grade (to be completed by HR)</b>	A12	<b>Position # of days</b>	183
<b>Travel Required</b>		<b>FLSA Status</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

**Job Description**

**JOB PURPOSE/REASON:**

To perform general food preparation and cooking duties; collect money and/or tickets; serving of food; cleaning kitchen and dining areas; works in dish room.

**REQUIRED QUALIFICATIONS:**

**EDUCATION:**     High School Diploma or Equivalent     Associate's Degree     Bachelor's Degree  
                           Master's Degree                     Other

**EXPERIENCE & TRAINING:**

Previous Food Service Experience

**LICENSING/CERTIFICATION:**

**OTHER SKILLS/REQUIREMENTS:**

**PREFERRED QUALIFICATIONS:**

**SUPERVISION RESPONSIBILITY (IF APPLICABLE):**

**Direct Reports:** \_\_\_ # of non-exempt/classified      \_\_\_ # of exempt/administrators/teachers

**Indirect Reports:** \_\_\_ # of non-exempt/classified      \_\_\_ # of exempt/administrators/teachers

**PRIMARY POSITION RESPONSIBILITIES:**

1. Works in kitchen preparing and serving meals for CCSD.
2. Collects money and handles point of sale meal transactions from all students.
3. Insures that proper quantities of food are prepared and served using USDA standardized recipes as provided from Managers, Assistant Managers, and Nutrition Services Office.
4. Records all food usage and able to interpret a production schedule.
5. Monitors meal pattern requirements and meal count procedures.
6. Maintains clean and sanitary work areas and storage areas including: dish room, sinks, stoves, ovens, small wares, kitchen utensils, and other cafeteria areas.
7. Responsible for safety and proper sanitation at all times and the proper use of chemicals in the cafeteria and kitchen and dish room area.
8. Cleans tables, serving counters, and kitchen floors. Able to operate dishwasher, power wash sink, and pot sink.
9. Has knowledge of operation/maintenance of all equipment.
10. Follows work schedule and cleaning schedule as prescribed by cafeteria manager.
11. Performs other related duties as assigned by cafeteria manager and/or assistant manager.

**PRIMARY POSITION RESPONSIBILITIES, CONTINUED:**

**SECONDARY POSITION RESPONSIBILITIES**

**PHYSICAL/MENTAL REQUIREMENTS:**

Must be able to lift up to 50 lbs.

*NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.*

Department Head	Walter Campbell	Date	4.2.14
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	