

MAPLE HEIGHTS BOARD OF EDUCATION

JOB DESCRIPTION

Title: General Operator

Department: Food Service

Building/Facility: Maple Heights City Schools

Reports To: Food Service Manager

Overview: Assist in the preparation and service of quality food to students in an efficient and pleasant manner; keep the school cafeteria in such a state of operating excellence that it presents no problems or interruptions to the food service program

Note: The below lists are not ranked in order of importance

Basic Functions:

- Adhere to prescribed standardized recipes
- Adhere to rigid sanitary standards
- Assist in the preparation and service of quality food to students in a quick and pleasant manner
- Assist on the serving line when needed
- Assist with clean tables during and after lunch periods
- Assist with meal preparation
- Assist with regular inventories of raw food, materials and equipment
- Assist with daily cleaning of all kitchen equipment
- Attend meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Maintain accurate, complete and correct records as required
- Maintain and improve professional competence
- Observe ethics of teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Implement the mission statement of the Maple Heights City School District
- Clean and preserve designated spaces, equipment, etc., in the building(s)
- Clean table during and after lunch periods
- Complete and submit all required reports and other appropriate items to the supervisor of food services
- Complete and submit food orders according to menu to supervisor weekly
- Count receipts following lunch period and record totals
- Ensure staff adhere to strict sanitary standards
- Ensure that all the rules, regulations and policies of the school lunch program are implemented
- Ensure the work area is clean, neat and orderly
- Fill condiments
- Follow rules, regulations and policies of the school lunch program
- Follow sanitary standards in work and attire
- Follow the school district menu and see that all necessary foods and supplies are on hand in accordance with the menu
- Interact in a positive manner with staff, students and parents
- Maintain an inventory of foodstuffs, materials and equipment
- Maintain monthly inventory of all snacks and soft drinks
- Prepare and serve food in a timely manner
- Prepare and serve food in an attractive manner

- Prepare and submit a monthly inventory of all food and supplies to the Cafeteria Supervisor along with daily worksheets and bills
- Prepare change before lunchroom opens
- Prepare snack orders
- Provide cooks any technical assistance needed
- Receive payment for cafeteria lunches
- Record all daily lunchroom transactions, deposit all monies received daily
- Record number of ½ pints of milk sold to students and staff
- Record number of lunches served to students and staff
- Remove food and supply orders from storage areas for other schools
- Report the inferior quality of food or faulty equipment and maintain an inventory of same
- Restock milk
- Restock snack cart and soft drinks daily
- Scrape trays during lunch periods when necessary
- Sell snacks during the lunch periods
- Serve food to students
- Straighten and put away stock in storage areas
- Take tickets during lunch period
- Wrap money at end of each day

Other Duties and Responsibilities:

- Instill in students the belief in and practice of ethical principles and democratic values
- Establish and maintain cooperative professional relationships
- Interact with superintendent and/or board of education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Maintain a daily inventory of the school milk program
- Oversee the general operation of food preparation in the school cafeteria
- Perform other duties as assigned

Qualifications:

- Sales experience
- High school diploma or equivalent
- Such alternative to the above as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities (including, but not limited to):

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to read and understand verbal and written instructions, written warnings and labels

Equipment Operation (including, but not limited to):

- All cleaning equipment, e.g., mops, brooms, etc.
- Cash register
- Various kitchen equipment, e.g., slicer, convection oven, fryer

Additional Working Conditions (including, but not limited to):

- Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days
- Occasional travel
- Occasional evening/weekend/summer work
- Pulling up to a maximum of 100 pounds, e.g., bulk food, tables, equipment
- Pushing up to a maximum of 100 pounds, e.g., equipment, totes
- Excessive standing during cooking
- Exposure to extreme heat and cold, e.g., ovens and walk-in freezer
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children

- Lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop