

## **Food Service Central Kitchen Batch Controller**

The job of “Central Kitchen Batch Controller” is done for the purpose of assembling/disassembling and cleaning industrial food processing equipment; batching and staging ingredients per district standardized recipes; verifying quantities and specifications of orders; and maintaining facilities in a sanitary condition.

### **Essential Job Functions:**

- **Accesses** systems and databases (e.g. recipe database, POS, email, electronic forms, shared files, etc.), for the purpose of processing, printing, communicating with customers and assisting supervisor in planning work, & ordering products. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Attends** meetings and seminars for the purpose of maintaining professional growth and departmental goals.
- **Cleans**, disassembles and reassembles, industrial food processing equipment (e.g. cook/chill, dough divider/rounder, sheeter, fill station, conveyor slicer, etc.) and the storage and food preparation areas, for the purpose of meeting safety/sanitation standards and restaging work areas.
- **Documents** daily work practices, control procedures, communications, and sanitation processes for the purpose of providing written records, support, and/or conveying information.
- **Expedites** orders under the direction of the central kitchen department heads for the purpose of supplying the pre-determined building needs.
- **Inventories**, tracks, and records local kitchen stock for the purpose of maintaining adequate product and maintaining accountability for use of district assets.
- **Operates** complex, volume food production equipment (cook/chill system, conveyor slicer, dough sheeters, etc.) for the purpose of providing food items, sustaining proper food temperatures, cleaning/sanitizing work areas, and serving customer needs.
- **Organizes** food work and service areas for the purpose of serving and maintaining an attractive, sanitary, and efficient environment.
- **Prepares** and batches food/beverage items/ingredients per district standardized recipes, as directed, for the purpose of staging volume food processing for central kitchen departments.
- **Reports** equipment malfunctions for the purpose of maintaining equipment in safe working order.
- **Responds** to inquiries of students, staff and/or public for the purpose of providing information and/or meeting customer expectations.
- **Serves** Customers (students, staff, parents, building visitors) food and beverages for the purpose of meeting location needs, district specifications, and providing high quality products.

- **Stocks** and reports food and supply level needs to supervisor for the purpose of monitoring and sustaining adequate quantities.

**Job Requirements - Qualifications:**

- **Experience Required:** Prior job related experience in food service.

**Skills, Knowledge and/or abilities required:**

*Skills* to perform arithmetic calculations; operate and maintain complex institutional kitchen equipment; maintain inventory control, batch recipes to various quantity demands, use standard office equipment including computer, communicate effectively, and use English in both written and verbal form.

*Knowledge* of modern methods of food preparation, health codes, sanitation principles, and nutritional requirements.

*Abilities* to stand for prolonged periods, understand and carry out oral and written instructions, communicate with other personnel. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, reaching/handling, talking/hearing conversation, near visual acuity/depth perception.

**Education Required:** High school diploma or equivalent.

**Licenses, Certifications, Bonding and/or Testing Required:** Criminal justice fingerprint clearance

**Other:** Washington State Food and Beverage Worker's Permit

Effective date \_\_\_\_\_

Approval \_\_\_\_\_

Supervisor

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Personnel

## SUMMARY OF PHYSICAL DEMANDS RATINGS

### JOB TITLE: Central Kitchen Batch Controller

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

#### Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

#### 1. STRENGTH:

A. Standing	70%
Walking	25%
Sitting	5%
B. Lifting	F 35 lbs.
Carrying	F 35 lbs.
Pushing	F 20 lbs.
Pulling	F 20 lbs.

2. CLIMBING	F
BALANCING	F

3. STOOPING	F
KNEELING	F
CROUCHING	F
CRAWLING	NP

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	F

5. TALKING:	
Ordinary	O
Other	O
HEARING:	
Conversations	F
Other Sounds	O

6. SEEING	
Acuity, Near	F
Acuity, Far	O
Depth Perception	F
Accommodation	F

Color Vision	F
Field of Vision	F

7. **PHYSICAL DEMANDS RATING SUMMARY:** Heavy Work: (2) (3) (4) (5) (6)  
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. **PHYSICAL DEMAND COMMENTS:** Examples of lifting/carrying/pushing/pulling are sacks of flour, bowls, pans, carts, hand truck, balancing is wet, slippery floors, reaching/handling are food, supply items, preparing food, hearing normal conversation, orders, timers, visual acuity is checking if food is done, instructions.

## SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

**JOB TITLE: Central Kitchen Batch Controller**

The following analysis represents evaluation of the surroundings in which the job is performed.

Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Work Day

O = Occasionally - Up to 1/3 Time

F = Frequently - From 1/3 to 2/3 Time

C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 100%      Outside 0%

2. EXTREME COLD      F

Comments Regarding "Extreme Cold" = Refrigeration units (walk in coolers, freezers)

3. EXTREME HEAT      C

Comments Regarding "Extreme Heat" = Baking, cooking, ovens

4. WET/HUMID      O

5. NOISE (IN DECIBELS) 80 decibels

VIBRATION      O

Comments Regarding "Noise" = Mixers, pots and pans banging

Comments Regarding "Vibrations" = Mixers

6. HAZARDS:

Mechanical      C

Explosives      O

Electrical      C

Radiant Energy      O

Burns      C

Other Hazard/s      F

Comments Regarding "Mechanical Hazards" = Slicers, oven doors, knives, mixers, automated equipment, cook chill equipment

Comments Regarding "Electrical" = Electrical appliances

Comments Regarding "Radiant Energy" = Ovens, Cook Chill Equipment, Steamers

Comments Regarding "Burn Hazards" = Hot pans, dishes, ovens, warmers, steamers, steam jacketed kettle

Comments Regarding "Other Hazards" = Wet surfaces (slipping)

7. ATMOSPHERIC CONDITIONS:

Fumes      C

Mists      C

Odors	C
Gases	O
Dusts	C
Poor Ventilation	O
Other Atmospheric Hazards	NP

Comments Regarding "Fume Exposure" = Cleaning solvents

Comments Regarding "Mists" = Boiling water, dish water

Comments Regarding "Odor Exposure" = Oven cleaners, bleach, cleaners

Comments Regarding "Dusts" = Flour

Comments Regarding "Poor Ventilation" = A problem if window is closed or fan is off

8. PROTECTIVE CLOTHING - DEVICES: Aprons, latex gloves, rubber gloves, hair net, closed toe shoes
9. E. C. SUMMARY: Inside Work (2) (3) 4 (5) (6) (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.