

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Site Kitchen Operator – Elementary School
CERTIFICATED/CLASSIFIED: Classified
REPORTS TO: Director of Child Nutrition Services
EVALUATED BY: Director of Child Nutrition Services

QUALIFICATIONS:

Knowledge of:

- English usage.
- Proper methods of cooking, preparing, and serving of foods in large quantities.
- Simple record keeping techniques, including inventory record keeping, estimating and ordering procedures.
- Weights, measures, volumes, and basic arithmetic.
- Appropriate sanitation and safety precautions and procedures in preparing, cooking, serving and storing food, and problems involved in leading an institutional foodservice operation.

Ability to:

- Plan and organize work to meet schedules and timelines.
- Cook/heat, set-up, and serve food in large quantities.
- Use standard commercial kitchen equipment and utensils safely.
- Add, subtract, multiply and divide 4-digit numbers, including decimals and fractions with accuracy.
- Maintain records.
- Read and write English at a level necessary for job success.
- Use computer to learn and operate a point of sale system and enter simple data. Understand and carry out oral and written instructions.
- Lead and instruct a staff of helpers (i.e., Child Nutrition staff assigned to the site and student helpers).
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

A high school diploma or equivalent. Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience in large quantity food production and/or serving in institutional or commercial food service.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general supervision, oversee daily site kitchen operations for the Child Nutrition Programs at an elementary school setting. Participate in the preparation, cooking/heating and serving of hot and cold menu items to students and staff at an assigned elementary school site kitchen including but not limited to summer school and after school programs. Maintain the kitchen and serving areas in a safe, clean and orderly condition; requisition, receive and store food and supplies; train and provide work direction and guidance to assigned staff and/or students; and to do related work as required.

TYPICAL DUTIES:

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Estimate the amount of each food item needed and place orders with the central kitchen following established procedures. Receive, prepare, cook/heat, and store food received at an elementary site kitchen including but not limited

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to summer school and after school programs; operate various commercial kitchen equipment; hold foods at proper temperature for storage and serving. Count food received and leftover food being used in offerings for the day.

- Set-up serving surface with food, beverages, and condiments in preparation for serving; replenish food supplies, as needed.
- Set-up computer, run point of sale for meal service. Make change, count money, enter meal, à la carte sales, and payments into the point of sale system, calculate portions of food in food groups, and balance daily sales to daily point of sale reports. Prepare money for transport to the Child Nutrition Services Department.
- Take inventory of food and supplies and complete inventory sheets. Discard food that is not suitable for use.
- Maintain cleanliness of work areas and equipment and clean ovens, freezers and refrigerators.
- Participate in District-mandated training and retraining programs.
- Perform related work as assigned.

LICENSES AND CERTIFICATES:

Valid food safety certificate issued by an approved and accredited provider of a food safety certification examination per California *Health and Safety Code, Section 113947.*

Perform annual continuing education/training units as required by 7CFR210.

Essential Functions:

Frequency Key: (1) None; (2) Occasional – up to 25% of shift; (3) Intermittently – up to 50% of shift; (4) Frequently – up to 75% of shift

| Activity | Frequency | Activity | Frequency |
|----------------------|------------------|---------------------------------|------------------|
| Bend | 4 | Lift/carry 0 – 10 lbs | 4 |
| Twist | 4 | Lift/carry 11 – 25 lbs | 3 |
| Squat | 3 | Lift/carry 25 – 50 lbs | 2 |
| Kneel | 2 | Lift/carry 51 + lbs | 1 |
| Climb | 2 | Stand | 4 |
| Reach above shoulder | 3 | Walk | 4 |
| Grip/grasp | 4 | Sit | 2 |
| Extend/flex neck | 3 | Drive | 1 |
| Use right hand | 4 | Perform repetitive hand motions | 4 |
| Use left hand | 4 | Keyboarding/mouse work | 3 |
| Ability to see | 4 | Ability to hear | 4 |
| Taste | 2 | Smell | 2 |

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