

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SERVING KITCHEN OPERATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, 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 meals and snacks to students, staff, and adults and perform cashiering duties as needed.

Order food supplies; maintain inventory records and records of meals served; make and receive calls regarding after school care food service deliveries.

Count, wrap, reconcile and secure money; prepare daily report of meals served and money collected.

Assure the proper cleanliness and sanitation of equipment and supplies used in the kitchen.

Perform a variety of food service duties as needed to assure timely preparation and serving of food in accordance with fixed timetables; display posters and other signage as required.

Confer with an assigned supervisor regarding cafeteria needs, conditions and menu changes; read and respond to emails as appropriate; respond to parent inquiries regarding account balances.

Operate a variety of kitchen equipment and machines used in a school cafeteria including, but not limited to, mixer, oven, stove, warmer, and can opener.

Operate a computer and assigned software.

Attend meetings relating to food service operations.

Provide work direction and guidance to assigned Food Service Assistants.

Perform other duties as assigned related to job description.

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 and machines used in a school cafeteria including, but not limited to, mixer, oven, stove, warmer, and can opener.
- Operate a computer and assigned software.
- 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 arithmetic computations with speed and accuracy.
- 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:

Graduation from high school or high school equivalency and one year of food service experience.

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Managers Certification within six months of employment.
Relevant trainings as required by law.

WORKING CONDITIONS:

Serving Kitchen environment with exposure to varying temperatures, lifting and standing for long periods of time; subject to frequent interruptions.

Subject to exposure to communicable diseases.

Job Study-1/2020