

Job Title:

Bellevue Union School District

PositionTitle:	Service Kitchen Operator		Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:		Board Approval Date:	
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DEFINITION

Under supervision, to operate a service kitchen facility, to receive, heat, and serve meals; to maintain simple records; and to perform related work as required.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

CLASS CHARACTERISTICS

Positions in this class receive prepared hot and cold packs of food for storage, heating and serving to students. Incumbents assemble lunch kits, heat hot packs, set up serving line and serve food to students. Incumbents have cleaning duties. Incumbents perform minimal and basic inventory and ordering duties.

EXAMPLE OF 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 of the tasks assigned to positions in this class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Check completeness of food order. E
- Pre-heat ovens, place food trays in oven for heating; rotate food in ovens; check temperature of hot food. E
- Transport food racks from refrigerator and cart to oven and serving counters. E
- Stock milk cart; return unused milk to refrigerator. E
- Restock lunch kits; bag lunches; set out condiments. E
- Prepare list of needed items and stock kitchen supplies upon receipt.
- Serve meals to students. E
- Clean counter tops, serving areas, glass, sink, ovens, refrigerator, tables and benches. E
- Assign and monitor the work of student helpers. E
- Perform related work as assigned. E

Job Title:

* Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the American with Disabilities Act, 1990

QUALIFICATIONS:

Knowledge of:

- English usage;
- Serving of foods in large quantities;
- Simple record keeping techniques;
- Basic arithmetic;
- Appropriate safety precautions and procedures;

Ability to:

- Assign and monitor the work of helpers;
- Maintain equipment in a clean working order;
- Make simple arithmetic calculations with accuracy;
- Plan and organize work to meet schedule and time lines;
- Heat, set-up serving area, and serve food in large quantities;
- Use commercial kitchen equipment safely;
- Establish and maintain effective relationships with those contacted in the course of work.

DESIRABLE (Desirable skills shall not be considered in lieu of qualifications.)

- Bilingual.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is some paid or unpaid experience in preparing and serving meals in large quantities.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. The Bellevue School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations of those disabilities to contact the Superintendent for further information.

Job Title:

PHYSICAL DEMANDS

Vision: (which may be corrected)

Read normal print

Distinguish shades of color

Hearing: (which may be corrected)

Understand speech over a telephone

Hear sound which warn of potential danger

Speech:

Speak with a level of proficiency and volume to be understood over a telephone

Speak with a level of proficiency and volume to be understood in face-to-face public contacts

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward

Use hands and arms to lift objects

Turn, raise, and lower head

Twist and bend at torso

Lower Body Mobility:

Walk on even surfaces

Bend at waist

Stand for periods of 3 hours

ASSOCIATED TASKS

To perform tasks such as to:

turn ovens to correct temperature

detect spoiled foods

To perform tasks such as to:

order supplies and resolve routine problems

operate food service equipment

To perform tasks such as to:

order supplies and resolve routine problems

monitor Food Service Assistants

To perform tasks such as to:

transfer food to carts and serve food

store food; lift pans and trays

transfer food to carts and service tables

monitor Food Service Assistant

serve lunches to students

To perform tasks such as to:

perform all duties in a satellite kitchen; deliver food to classrooms

take food in and out of storeroom, refrigerator, and freezer

complete food preparation and serving duties

Job Title:

Strength:

To lift, Push, pull and/or carry, on a frequent basis, objects which weigh as much as 50 pounds

Smell:

Distinguish strong odors which may warn of equipment malfunction or danger

Distinguish odors

Environmental Requirements:

Exposure to hands chemicals/toxic conditions

Work independently

Work cooperatively with others

Work inside

Mental Requirements:

Read, write, understand and apply routine information

Math skills at a basic level

Judgment

Learn quickly and follow verbal procedures and standards

Decision-making

Place information in order of importance

Demostrante

Give verbal instruction

To perform tasks such as to:

lift milk and food racks and push 100 pound carts

To perform tasks such as to:

operate food service equipment

detect burning food

To perform tasks such as to:

sanitize and clean food are and equipment

accomplish assigned duties without on-site supervision

coordinate food service with school staff

accomplish duties in kitchen

To perform tasks such as to:

read written instructions for food preparation and serving

count meals; inventory supplies and request replenishment

work around students; use kitchen tools

accomplish assigned duties according to district standards

work efficiently in completing assigned duties making routine decisions related to food shortage, safety, and sanitation

order supplies, serve lunches on a schedule

show proper work standards to student helpers

monitor student helpers

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