



Child Nutrition Computer Operator

Purpose Statement

The Child Nutrition Computer Operator supports food service activities by preparing food items, maintaining sanitary conditions, managing inventory, and assisting food service personnel to ensure efficient operations.

Supervisory Relationship

Reports to: Food Services Coordinator

Essential Functions

- **Food Preparation:** Cook food items that meet mandated nutritional requirements and student or staff requests.
- **Sanitation:** Clean computer stations, kitchen, and cafeteria areas to ensure sanitary and operational accuracy.
- **Inventory Management:** Maintain inventory and supply lists, ensuring availability of required items and accurate documentation.
- **Standards Compliance:** Maintain USDA professional standards and comply with District, State, and Federal regulations.
- **Team Coordination:** Direct and assist assigned personnel to perform their functions safely and efficiently.
- **Professional Development:** Participate in unit meetings, in-service training, and workshops to stay informed and improve job performance.
- **Support Coverage:** Perform functions of other nutritional services positions as needed to ensure adequate staff coverage.
- **Documentation:** Prepare and maintain accurate records, including machine logs and materials for kitchen staff.
- **Health and Safety:** Monitor kitchen and cafeteria areas to ensure a safe working environment.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adherence to safety practices.
- Planning and managing projects.
- Proficiency in operating standard office equipment and software.
- Ability to supervise students.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Understanding written procedures, writing routine documents, and clear communication.
- District nutrition guidelines, regulations, and sanitation practices.

Abilities

- Schedule activities and collate data.
- Use job-related equipment.
- Work flexibly with diverse individuals and handle interruptions.
- Set priorities and work as part of a team.

Responsibility

Work under direct supervision using standardized procedures. Lead, guide, and coordinate others. Operate within a defined budget. Utilize some resources from other work units.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 2% sitting, 50% walking, and 48% standing. Some exposure to temperature extremes and risk of injury or illness.

Experience

Job-related experience required

Education

High school diploma or equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SF