

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELEMENTARY KITCHEN OPERATOR (RANGE 14)

BASIC FUNCTION:

Under the direction of the Field Supervisor, coordinate and participate in the day-to-day operation of an elementary serving kitchen; plan, train and provide work direction to assigned personnel; receive, pan and rethermalize food; perform routine food finishing preparation related to salads, breads, sandwiches, fruits and desserts; set-up the serving kitchen for service; clean the serving kitchen and utensils; operate automated sales record-keeping equipment.

REPRESENTATIVE DUTIES:

Coordinate and participate in the day-to-day operation of an elementary serving kitchen; assign and monitor the work of food service staff and student helpers. *E*

Verify and track attendance of assigned staff. *E*

Receive food orders and established menu items from shipping kitchen as required; inspect, store and maintain inventory records of foodstuffs and supplies; verify food and supplies on hand for menu and estimated serving count. *E*

Pan and rethermalize food for serving. *E*

Cut, slice fruits and vegetable for food presentation; apply spreads to bread products; assemble sandwiches, mix salads, cut food into serving sizes; package product and perform similar routine food preparation tasks. *E*

Maintain the appropriate temperature of hot food stuffs during the entire serving operation. *E*

Collect and prepare monies for pick-up. *E*

Clean serving utensils and pans and prepare for return to the central food production center. *E*

Complete a variety of automated and manual record-keeping tasks involved with kitchen and departmental operations, sales and lunch applications. *E*

Facilitate Nutritional Services mandated training as directed. *E*

Maintain mandated reports and legal documents. *E*

Advise the supervisor of operational problems and equipment repair problems. *E*

Perform periodic physical inventory of supplies and foodstuffs and reorder according to established procedures; maintain related records and prepare reports. *E*

Pay Range Increased per MOU dated 9/21/22 (Effective Date 2/1/23)

Assure the thorough and sanitary cleaning of the food serving kitchen; enforce safety standards. *E*

Report worker and student performance problems to Assistant Manager-Field Operations.

Set-up serving lines and steam tables.

Serve food to students and staff, endeavoring to make the cafeteria a friendly, hospitable place for students and staff; assure proper portion control.

Operate a department computer terminal system.

Test new products as assigned; participate in special marketing studies of food items and distribute program evaluation materials; decorate the serving area of the kitchen with seasonal themes.

Attend meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of serving foods in large quantities.

Basis kitchen utensils and equipment.

Basic kitchen sanitation and safety.

Basic arithmetic.

Policies, procedures, laws and regulations related to food service.

ABILITY TO:

Ensure that all food is handled properly and safely following all Hazard Analysis and Critical Control Points (HACCP) guidelines.

Operate equipment found in a food serving kitchen.

Count money, make change and make accurate arithmetic calculations.

Train and provide work direction to assigned staff.

Complete work in accordance with strict serving schedules.

Maintain accurate, complete records.

Learn and operate department computer terminal and operations to perform routine data entry and report functions.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience as a Cafeteria Worker in institutional food service or the equivalent.

LICENSES AND OTHER REQUIREMENTS:

Possession of an appropriate, valid Food Handler's Card at time of appointment to and during employment in a position in this class.

Serve Safe Certification.

WORKING CONDITIONS:***ENVIRONMENT:***

Elementary Serving Kitchen environment.

Heat from ovens, cold from walk-in refrigerators and freezers.

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling objects up to 50 lbs.

Standing and walking for extended periods of time.

Dexterity of hands, wrists and fingers to operate kitchen equipment.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Seeing to assure proper quantities of food.

Bending at the waist.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects.

Exposure to sharp knives and slicers.

Exposure to cleaning agents and pesticides.