

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Kitchen Operator
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	13
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	11 Months

POSITION DESCRIPTION

Under general direction, operate a satellite serving kitchen; direct the work of assigned helpers; prepare and serve food; maintain food production areas in a sanitary and orderly condition; perform related duties as required. Perform many of the duties of Kitchen Assistant in addition to cashiering, ordering and storing supplies and directing assigned helpers.

Kitchen Operator position is distinguished from Kitchen Assistant by having lead responsibility in a satellite kitchen. Incumbents perform routine cooking, food preparation, and cleaning duties.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

1. Operate a satellite kitchen.
2. Train, supervise, and direct the work of assigned helpers.
3. Take meal counts.
4. Order and receive food and supplies.
5. Prepare hot and cold foods.
6. Serve meals to students and staff.
7. Cashier, count and turn in monies.
8. Operate a point of sale (POS) system and kitchen equipment.
9. Store and utilize leftovers.
10. Set up for serving.
11. Direct and assist in the cleaning and storing of dishes, utensils, cafeteria equipment and food supplies.
12. Open school gates, turn off alarms, and open cafeteria and/or kitchen.
13. Mark student lunch list, which is audited by the state and federal inspectors.
14. Keep a current and accurate list of names on the free and reduced lunch list.
15. Collaborate with Business Office staff to give and receive free lunch forms, including proofreading forms.

16. Determine correct food amounts to be served so as to comply with state requirements for nutritional values.
17. Order necessary food items based on projected amounts.
18. Complete and maintain accurate service records.
19. Utilize applicable software programs and operate modern office equipment.
20. Perform related duties consistent with the scope and intent of the position.

JOB REQUIREMENTS

Knowledge of:

- Basic methods of serving food in large quantities.
- Basic kitchen utensils and equipment.
- Kitchen sanitation and safety.
- Meal requirements, including breakfast, lunch, supper, and snack (if applicable).

Ability to:

- Train and supervise others.
- Operate a POS system, modern office equipment and equipment found in a food serving kitchen.
- Learn industry-specific software programs.
- Understand and carry out oral and written directions.
- Inventory, estimate needs and order food and supplies.
- Prepare hot and cold food and do routine cooking.
- Maintain records and compile daily and periodic reports.
- Maintain kitchen and equipment in clean and sanitary condition.
- Communicate effectively.
- Perform basic arithmetic calculations.
- Manage multiple tasks effectively.
- Organize and prioritize workload.
- Work well under pressure.
- Problem solve and troubleshoot.
- Attentive to detail.

Physical Requirements:

- Lifting, carrying, pushing and/or pulling objects weighing up to 100 pounds.
- Work requires standing on feet for prolonged periods and good manual dexterity.
- Employees are expected to work in hot and cold temperature extremes.
- Employees may also be required to have skin contact with detergents, abrasives, cleaning solvents and disinfectants.

MINIMUM QUALIFICATIONS

Experience:

- One (1) year experience in large quantity food preparation, serving in a cafeteria or restaurant.

Education:

- Completion of a high school diploma or GED.
- Possession of a valid ServSafe Food Protection Manager Certificate.

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Board Approved: