

Job Description

Job Title: Operator, Food and Nutrition Services

Function: Perform routine tasks associated with food preparation, serving, and clean up. May also include operating a cash register (POS) for sales. The work involves preparing breakfast and lunch meals for school populations. Operate various industrial kitchen equipment used in food preparation. Maintain sanitary working areas. Document records of food temperatures and food amounts. Maintain inventory in refrigerated and dry storage areas. Maintain linens used in the department.

Qualifications:

1. Ability to read and write
2. Ability to follow oral and written communications
3. Ability to learn and follow prescribed preparation, meal service, clean up, sanitation, and safety methods
4. Ability to inventory and record information accurately
5. Personal standards of appearance and dress compatible with those standards adopted by Greenville County Schools Food and Nutrition Services
6. Ability to wear latex food handler style gloves
7. Emotional and physical fitness to perform assigned duties
8. Ability to lift and move 35-50 lbs. repetitively
9. Successfully complete the WorkKeys assessment at the Bronze level.

Reports To: This position is directly responsible to the Manager of Food and Nutrition Services.

Supervises: There are no supervisor responsibilities assigned to this position.

Job Goal: Employees assigned to this position are responsible for carrying out the duties assigned by the Food and Nutrition Services Manager and providing quality meal service to customers.

Performance Responsibilities:

1. Prepare meals by performing tasks such as reading and following menus, may use calculator for measurements, handling uncooked and unprepared food items, operate can openers, retrieving cooking instruments such as pots and pans, wrapping food, cleaning countertops prior to preparation, removing food products from refrigerators, walk-in coolers, and

dry storage areas, operate various industrial kitchen equipment, moving cooked food, opening containers, store food in storage containers/racks, place and remove food items into and from ovens, maintain adequate cooking times and temperatures, and related duties.

2. Serving meals by performing tasks such as moving industrial containers of food to the serving line, replacing food containers on the serving line, use carts to transport food items as needed, serve food items to customers while standing on the serving line, and related duties.
3. Store food items used in food preparation by performing tasks such as unloading food and food preparation products from delivery vehicles (items could weigh up to fifty (50) pounds), stage or store in dry storage areas, refrigerators, walk-in coolers and freezers, (some items are stored overhead by using step ladder if needed); perform other related duties.
4. Operate cash register to complete sales by performing duties such as utilizing a scanner, count money, provide accurate change, record accurate sales in POS system, ; perform other related duties.
5. Maintain clean and safe work areas by performing tasks such as mopping floor areas by using mops and mop buckets, cleaning countertops, sweeping and dust mopping floor areas, operating washer and dryer to clean linens, cleaning bathroom, discarding trash in dumpster, working with various chemicals for cleaning and sanitizing, perform other related duties.
6. Perform other related duties as assigned by supervisor.

Job duties include but are not limited to lifting, pulling, pushing, grasping, twisting (including wrists), reaching below and overhead, standing for long periods of time, squatting, bending, stooping, kneeling, and climbing.

Terms of Employment: Nine and one-fourth months in salary group H on the Support/Hourly Schedule

Evaluation: Performance of this job is to be evaluated in accordance with Board Policy.