

## **CAFETERIA OPERATOR MIDDLE SCHOOL**

### **OVERVIEW**

Under the supervision of the Food Service Production and Inventory Management Supervisor, the Cafeteria Operator Middle School orders, prepares, and serves reimbursable lunches and snack bar items at the school cafeteria. The Cafeteria Operator Middle School, with the help of the assistant, maintains the facility in a clean, sanitary, and orderly condition. The Cafeteria Operator Middle School indirectly reports to the school Principal and works cooperatively with students and staff.

### **REPRESENTATIVE RESPONSIBILITIES**

- Performs necessary preparation, warming and serving of lunch menu components, and snack bar items.
- Oversees and directs the Cafeteria Assistant Middle School.
- Sets up and oversees snack bar stations
- Keeps accurate daily inventories of snack bar sales
- Orders, receives, stores and inventories all foods, beverages and supplies received at the cafeteria site
- Performs general kitchen clean-up and safety
- Keeps accurate detailed daily production records
- Tallies and records “point of service” daily meal counts according to categories
- Keeps a daily log of freezer and refrigerator temperatures
- Follows basic food service practices in regards to preparation, sanitation and safety
- Supervises student helpers
- Performs other related duties as assigned
- Performs such non-related duties, on a temporary basis, as may be required to meet immediate district needs
- Utilizes appropriate safety precautions in the performance of duties to ensure the safety of students and staff

### **QUALIFICATIONS**

Knowledge of:

- Nutritional and dietary needs of growing children
- National school lunch patterns and meal components
- Personal and institutional hygiene
- Basic quantity food preparation
- Basic kitchen utensils and equipment
- Food sanitation and safety principals and practices
- Factors affecting food costs
- Safe kitchen practices
- Methods, tools, equipment and attachments used in cafeteria work
- Modern cleaning methods, materials, and equipment related to the cafeteria

- Appropriate health and safety regulations and safety precautions and procedure

Ability to:

- Pass the mandatory California Food Safety Certification Test
- Prepare food
- Operate food service equipment
- Work effectively with occasional interruptions
- Read, understand and carry out specific instructions
- Use cleaning materials and equipment with skill and efficiency
- Plan and organize duties in order to help operate a highly efficient kitchen
- Apply basic math concepts in order to calculate food quantities
- Maintain cooperative working relationships with those contacted in the course of work, including administration, students, staff, and the public.
- Lift, lower, and carry over 20 lbs. up to 10 times a day.
- Lift, lower, and carry less than 20 lbs. up to 20 times a day.
- Lift overhead 5-10 lbs. up to 30 times a day.
- Push and pull over 20 lbs. up to 20 times a day.
- Push and pull less than 20 lbs. up to 5 times a day.
- Ability to stand and walk up to 7.5 hours per day.
- Frequently twist and turn
- Ability to sit or stand and operate a computer for up to 7.5 hours per day
- Read and implement directives and to assure accuracy and efficiency of computer operations, reporting and other daily documentation
- Operate computers and other office and kitchen equipment.
- Speak and listen to assure proper daily communication with students, parents, and staff in person and via telephone.

## **PERSONAL QUALITIES**

- Independent worker.
- Maturity and good judgment.
- Neat and clear appearance.
- Willingness to assume a wide variety of responsibilities.
- Work efficiently with frequent interruptions.
- Willingness to learn new leadership skills, management techniques, and teaching strategies.
- Willingness to continually improve performance.
- Excellent interpersonal, organizational, and communication skills.
- Decisiveness.
- Performs well in situations requiring tact and good judgment.
- Maintain cooperative working relationships with those contacted in the course of work, including other District personnel and the public.
- Communicate, understand, and carry out oral and written instructions.
- Schedule work in order to meet assigned deadlines.
- Proficiently operate standard and specialized office equipment, including computers.
- Compile and prepare complex and accurate reports.
- Positive attitude, flexible, with a creative approach to problem solving.
- Commitment to high staff morale and a belief in high standards and academic excellence.

- Commitment to professional responsibility and high intrinsic motivation.
- Handle figures with speed and accuracy.

### **EDUCATION, TRAINING AND EXPERIENCE**

- A minimum of six months of paid experience in food preparation and kitchen maintenance
- Previous experience as a Cafeteria Operator, or Cafeteria Assistant or equivalent
- Experience in quality and quantity food preparation
- High school diploma or equivalent desirable