

## **OCSJ Job Description**

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**POSITION TITLE: Food Service Operator**

**DEPARTMENT: Auxiliary Services**

**REPORTS TO: Food Service Manager**

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**OBJECTIVE:** The food service operator must be able to work within a school cafeteria to provide food service for students to be successful in the school environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists in the preparation and service of quality food to students in a quick and pleasant manner.
2. Plans the preparation of all baked items and some cooked items.
3. Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
4. Reports inferior quality of food or faulty equipment to the appropriate authority.
5. Prepares food according to a planned menu and tested, uniform recipes and determines if the finished product is of the best quality both in flavor and appearance before it is served.
6. Records all food requisitions from the storeroom.
7. Operates registers and computer when needed.
8. Performs other duties as directed by the Food Service Manager.

### **QUALIFICATION REQUIREMENTS/EXPERIENCE**

1. High School Diploma or General Education degree (GED) preferred.
2. Previous experience with large scale cooking and food preparation/serving.
3. Ability to read and comprehend simple instructions, short correspondence and memos.
4. Ability to perform each essential duty satisfactorily.

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needing assistance in making application for any opening should contact the Department of Human Resources.