

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification:	NUTRITION SERVICES SITE OPERATOR	Salary Range:	75
Employment Category:	Classified Bargaining Unit	FLSA Designation:	Non-Exempt

Job Summary:

Under direction, operates a school food preparation and service kitchen to include: organizing and leading the kitchen operations; assuring the timely preparation and delivery and/or receipt of meals and other food items for assigned special programs; assuring the proper operation of an assembly line; and, ensuring compliance with District, State and Federal requirements related to food services.

Essential Job Functions:

- **Communicates** and coordinates internally and externally for the purpose of providing information dissemination, information gathering, decision recommendations and problem identification and resolution.
- **Creates** and disseminates policies and procedures (e.g. menus, programs, recipes, sanitation, handling of equipment, etc.) for the purpose of ensuring information dissemination as required by State and/or Federal guidelines; and, ensuring nutritional requirements are met.
- **Maintains** inventory (e.g. commodities, equipment, supplies, etc.) for the purpose of ensuring availability of necessary supplies and ensuring safe and sanitary condition of facility.
- **Maintains** documents and information (e.g. menus, daily production records, etc.) for the purpose of ensuring compliance with State and Federal regulations and accurate documentation of information as required.
- **Provides** guidance and prepares food and beverages for the purpose of ensuring compliance with federal and/or State guidelines; and, ensuring nutritional requirements and feeding needs.
- **Provides** direction to nutrition service employees in the performance of site programs.
- **Oversees** safety and sanitation of kitchen facility for the purpose of maintaining a clean and safe environment to ensure the health of employees and end users.
- **Procures** food items from vendors for the purpose of ensuring availability of necessary supplies in quantities adequate to prepare meals as planned.
- **Receives** and transports funds for the purpose of securing money collected and preparing funds for deposit in accordance with district requirements.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill in the ability to provide leadership to personnel, work with a diverse group of individuals and handle situations with tact, diplomacy and discretion. Knowledge of the federal and state rules, regulations and policies pertaining to food services, to include health, safety, purchasing, procurement and records management. Ability to utilize pertinent computer hardware and software applications. Ability to understand and carry out oral and written instructions, communicate and direct other personnel.
- **Physical Requirements:** The Office of Classified Personnel Services embraces the Americans with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individuals shall be able to perform the essential functions of the position.
- **Education and Training Required:** High School graduate or equivalent and four (4) years of increasingly responsible experience in quantity food preparation or service which included one (1) year of operations experience in a school setting.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Must possess a valid California driver's license.
 - Must possess or have the ability to obtain a Certified Food Manager Certificate within six (6) months of employment.

Salary Modification:	07/01/00
Revised:	09/02/04