

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: JOB DESCRIPTIONS AND QUALIFICATIONS
FOR FOOD SERVICE PERSONNEL

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS
ALL FOOD SERVICE EMPLOYEES

Refer Questions to: DEPARTMENT OF FOOD AND NUTRITION

All food service personnel must be informed of the duties, responsibilities and qualifications, if applicable, of the position they hold or are assigned. The following job descriptions and qualifications reflect the policies established by the Department of Food and Nutrition. Individual school operations and Miami-Dade County Public School procedures may require additional duties, which would also be part of a particular job description and become the responsibility of the employee in that position.

FOOD SERVICE QUALITY ASSURANCE MANAGER

BASIC OBJECTIVES

The Food Service Quality Assurance Manager is directly responsible for assisting the School Food Service Manager with the quality assurance of the fiscal management and operation of the food service program. The Food Service Quality Assurance Manager must assist the Food Service Manager in managing the program in compliance with the School Board of Miami-Dade County administrative rules, the Department of Food and Nutrition procedures manual and any additional local, state or federal regulations. The responsibilities include assisting Food Service Managers via telephone and/or physical visit and assisting in assurance that all aspects of the daily operation of meal enhancements, marketing, food ordering, daily reports, monthly inventories and training on receiving on-line via computerized system meet designated standards. The Food Service Quality Assurance Manager acts as a liaison between the Food Service Coordinators, Food Service Managers and Director of Operations.

JOB TASKS/RESPONSIBILITIES

Provides technical assistance to resolve qualitative issues in Food Service.

Acts as a liaison between Food Service Coordinators, Food Service staff, students, faculty and various departments within the district, vendors, parents and community.

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JOB DESCRIPTIONS AND QUALIFICATIONS (continued)

Assists Food Service Manager with monitoring of labor hours.

Attends all meetings and training sessions relating to Senior High Closed Campus and redesigning project, participates verbally and/or in writing as required.

Conducts surveys to determine customers' needs and satisfaction.

Monitors service and service recovery to students, teachers, staff and parents.

Assists with the marketing of the food service program by monitoring the final preparation/assembly and service of all foods.

Monitors compliance of federal and state audit requirements set forth by the Florida Department of Education/USDA.

Monitors the maintenance of all federal health and safety standards.

Responsible for scheduling of orientation of new employees.

Conducts and reinforces procedures and policies as pertaining to safety and sanitation requirements.

Monitors all food served relative to appearance, taste, temperature, sanitary and quality standards and portion control.

Acts as a liaison in assuring the principal that students learn good eating habits and nutrition information by participating in the school lunch program.

Abides by and facilitates adherence to applicable laws, rules, regulations, policies, procedures; maintains professional, ethical standards, maintains high level of professional development/knowledge.

Performs other duties as may be assigned by the Director of Operations.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: bending, stooping, crouching, kneeling, twisting, sitting, standing, reaching, pulling, light to medium lifting, grasping, feeling, talking, hearing, and visual activity. The worker may be exposed to hazards. Driving is required for school site visitations and attendance at district meeting.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School diploma or equivalent.
2. Five (5) years of experience in food preparation and service in restaurant or institutional food service establishment and successful completion of at least thirty-three (33) semester hours of college level course work in food and nutrition or related discipline.

OR

3. Five (5) years of experience in food preparation and service in restaurant or institutional food service establishments and successful completion of the M-DCPS Food Service Intern Programs, cooks' and bakers' training, cash register training and computer ordering training.

OR

4. Bachelor's degree in Institutional Management, Hotel and Restaurant Management, Food and Nutrition/Dietetics or Food Service/Business Administration and two (2) years experience in food preparation and service in restaurant or institutional food service establishment.

OR

5. Equivalent combination of acceptable education, training and experience.
6. Possession of a valid Florida drivers' license.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

FOOD SERVICE MANAGER I-III

BASIC OBJECTIVES

The school food service manager is directly responsible for the fiscal management and operation of the food service program of an individual school, as well as any satellite programs assigned to that location. He/she must manage the program in compliance with the School Board of Miami-Dade County Administrative Rules, the Department of Food and Nutrition Procedures Manual, and any additional local, state and federal regulations. The responsibilities include directing all aspects of the daily operation of meal production and preparation, food ordering, inventory control, daily reports, monthly inventories, training, and use and knowledge of computerized systems.

JOB TASKS/RESPONSIBILITIES

Provides supervision, technical assistance and training to all food service employees within the individual school location; oversees the operation of any satellite programs assigned to the location.

Ensures that all computerized food ordering is completed by the established food ordering production schedule, monitors all food and non-food items ordered to ensure adequate quantities are available for meal production and service.

Supervises food production and service to ensure that meals served are nutritionally adequate, meet high standards for flavor and appearance and meet all federal and state requirements.

Reviews promptly, computerized statistical reports issued from the Department of Food and Nutrition to monitor profit and loss and determine appropriate actions as necessary.

Trains food service staff to successfully meet the standards of the National School Breakfast and Lunch Programs relating to food preparation, serving, display techniques and sanitation and safety practices.

Demonstrates knowledge and ability to train food service employees on the computerized Point of Sale Cash Register, order, record accurately, and ensure student meal eligibility, maintain correct meal and a la carte prices, and ensures offer versus serve program and accurate cash exchange.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Responsible for counting and recording all prepayments and daily cash collections. Prepares daily deposit and ensures that money is accounted for and placed in a secure place in the front office for pick-up by Armored truck service. The Food Service Manager is also responsible for the signed receipt of deposit.

Maintains adequate and accurate food production records as required by local, state and federal regulations to ensure required portions are prepared and served; ensures all required daily reports are accurately completed and filed for audit purposes.

Responsible for verifying all receipt of goods against invoices and delivery tickets, stamps, signs and submits the receipt of goods to Accounts Payable for payment. Maintains a detailed inventory on a monthly basis through use of the computerized inventory program for Food Service Accounting.

Interviews perspective food service employees with the final selection and approval made by the school principal; conducts a formal meeting for newly hired employees to document and inform them of all food service policies and procedures.

Assists school principal with documentation of employees' performance; reports on-the-job injuries and reviews medical documentation to verify medical release for employee to return to work.

Monitors and reviews all hours reported on the daily time sheet for each food service employee, prepares payroll and submits to the school's payroll clerk. Distributes payroll checks and addresses/solves discrepancies noted by food service employees.

Ensures all entitled food service employees receive appropriate uniform allowance according to procedure; prepares and monitors mileage reports for approved food service personnel.

Schedules and monitors labor hours to meet the established formula for work hours used and make necessary adjustments as necessary.

Supervises all contracted and after school care programs and ensures all food ordering, food preparation and daily reports are completed.

Acts as a liaison between the school staff, students, various departments within the district, vendors, parents and community; handles and adjusts to emergency situations within each school day.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Supervises and trains all food service personnel in the proper use and safety features of all equipment; maintains equipment and facility, and contacts maintenance department to report needed equipment and facility repairs.

Practices and ensures adherence to all safety procedures related to facility and equipment usage, maintains a safe working environment for all employees; opens and closes the food service area and ensures that equipment is turned off before securing the area.

Contacts representatives of the health department as necessary and assists them during routine school site visitations, food spoilage checks, or suspected food borne illness investigations.

Coordinates the smooth operation of the entire food service program and maintains an organized office work area.

Reviews current developments, literature and technical sources of information related to the job responsibility; attends all scheduled meetings and in service training sessions conducted by the Department of Food and Nutrition.

Performs other work-related duties as assigned.

PHYSICAL REQUIREMENTS

This is medium to heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or GED.
2. Three (3) years of food service experience.
3. Possession of a valid Florida driver's license as this position requires attendance at district and region meetings.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

4. Successful completion of the M-DCPS Food Service Manager Intern Program and:

Manager I (Job Code 5701) - six college credit hours in nutrition related /approved classes, and meal participation of 300-850.

Manager II (Job Code 5702) - 21 college credit hours in nutrition related/approved classes, and meal participation of 851-1600.

Manager III (Job Code 5710) - 33 college credit hours in nutrition related/approved classes, and meal participation of 1601+ or Senior High Closed Campus.

OR

In lieu of completing the M-DCPS Food Service Manager Intern Program, a Bachelor's degree in Institutional Management, Hotel and Restaurant Management or Food and Nutrition Dietetics and successful completion of a modified M-DCPS Food Service Manager Intern Training Program.

OR

Completion of a School Food Service Manager Intern Program in another school district or an Institutional Food Service Management Program, and successful completion of a modified M-DCPS Food Service Manager Intern Training Program.

ADDITIONAL INFORMATION ON MANAGERIAL LEVELS

- A. The college courses accepted as requirements are to be in the following areas:

Food and Nutrition	Food Service Management
Elementary Food Preparation	Elements of Supervision
Advanced Food Preparation	Environmental Sanitation
Basic Nutrition	Introductory Food Volume Management
Quantity Food Preparation	Supervisory Training Techniques
Food and Beverage Mgmt.	Business Mathematics

For a complete list of acceptable courses, the Food Service Training Director should be contacted.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

B. Participation figures for manager levels are based on the following:

1 Lunch = 1 Equivalent Lunch
1 Breakfast = 1 Equivalent Lunch
A la Carte Sales divided by \$2.33 = # Equivalent Lunches

C. Food service manager levels will be based on the current year's average meal participation determined as of the fall FTE count. Resultant changes in the food service manager levels will be effective as of the first pay period following the fall FTE count. Schools with less than an average of 300-meal participation may be designated as satellite programs.

D. Schools serving satellite operations will be allocated food service manager positions at the level determined by the combined average meal participation of the regular school food service program and the satellite operation(s). Increases or decreases in satellite operations which result in a change of food service manager level will be effective beginning the first pay period following the effective date of the satellite operation change.

E. Where no previous history exists, such as a new school, or change in school day, the Department of Food and Nutrition will estimate the meal participation factor which will be used to determine the level of food service manager classification to be assigned to said school.

F. Every effort will be made to give priority consideration to food service managers who are unassigned, or who are classified at a level above that authorized at the work location, for assignment to any vacant position, for which they qualify, before being downgraded to a lower position.

Every effort will be made to give priority consideration to food service managers who have been downgraded due to decreases in average meal participation over new hires for positions that become vacant.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

BASE SCHOOL FOOD SERVICE MANAGERS

Additional supervision of satellite programs includes completion of the Satellite Compliance Visitation Criteria form, FM-1898. This form must be completed totally once a school year, with sections done on various visits to the satellite school(s). The supplement sheet [FM 5107](#) may be used for extra visits. These reports are to be distributed as follows:

White copy:	Satellite School Principal
Yellow copy	Satellite Assistant
Pink copy	Base School Manager
Goldenrod copy:	Base School Principal

Each satellite school is to be visited a minimum of once every two months by the base school manager.

SATELLITE ASSISTANT (Job Code 5728)

BASIC OBJECTIVES

The Satellite Assistant is responsible for supervising the operation of a satellite cafeteria. The work involves coordinating and supervising the food service program at a school, which does not have a full service production kitchen. He/she must manage the program in compliance with the School Board of Miami-Dade County Administrative Rules, the Department of Food and Nutrition Procedures Manual and any additional local, state and federal regulations. The responsibilities include directing all aspects of a satellite operation including meal preparation, daily reports, training, and use and knowledge of computerized systems. The work is performed under the general direction of the base school Food Service Manager and the Department of Food and Nutrition administrative personnel.

JOB TASKS/RESPONSIBILITIES

Provides supervision, technical assistance and training to all food service employees within the individual school location; assists cook and/or baker at base school with food preparation for satellite school.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Checks that sufficient meals are prepared and maintained at proper temperature in conveyors and ensures conveyors are properly loaded on motorized vehicle for delivery from base school to satellite school, returns conveyors and leftovers to base school on a daily basis.

Reviews and evaluates daily operations with base school manager, notifies base school manager of any food shortages.

Supervises food production and service to ensure that meals served are nutritionally adequate, meet high standards for flavor and appearance and meet all federal and state requirements.

Trains food service staff to successfully meet the standards of the National School Breakfast and Lunch Programs relating to food preparation, serving, display techniques and sanitation practices.

Demonstrates knowledge and ability to train food service employees on the computerized Point of Sale Cash Register in order to maintain accurate student meal eligibility, correct meal and a la carte prices and ensures offer versus serve program and accurate cash exchange.

Responsible for counting and recording all prepayments and daily cash collections. Prepares daily deposit and ensures that money is accounted for and placed in a secure place in the front office. The Satellite Assistant is also responsible for the signed receipt of deposit.

Maintains adequate and accurate food production records as required by local, state and federal regulations; ensures all required daily reports are accurately completed and filed for audit purposes.

Assists with verification of all receipt of goods against invoices and delivery tickets; records and counts all food and non-food items received on a monthly basis and reports quantities to the base manager.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Interviews perspective food service employees, with the final selection and approval by the base school manager and principal; conducts a formal meeting for newly hired employees to document and inform them of all food service policies and procedures.

Assists base school manager and principal with documentation of employee performance, reports on-the job-injuries and reviews medical documentation upon employee return.

Assists in monitoring all hours reported on the daily time sheet for each satellite food service employee, assists with the reporting of special functions and/or overtime payroll forms to base school manager. Assists with schedules and monitoring labor hours to meet the established formula for work hours used and makes necessary adjustments to labor hours.

Prepares mileage reports.

Supervises all contracted and after school care programs and ensures all food ordering, food preparation and daily reports are completed.

Acts as a liaison between the school staff, students, and various departments within the district, vendors, parents and community.

Handles and adjusts to emergency situations within each day.

Supervises and trains all food service personnel in the proper use and safety features of all equipment.

Maintains equipment and facility and contacts maintenance department to report needed equipment and facility repairs.

Practices and ensures adherence to all safety procedures for facility, equipment and working conditions for all employees. Opens and closes cafeteria and ensures that equipment is turned off before securing the area.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Contacts representatives of the health department as necessary and assists them during routine school site visitations, food spoilage checks or suspected food borne illness investigations.

Coordinates the smooth operation of the satellite food service program and maintains an organized office work area.

Reviews current developments, literature and technical sources of information related to the job responsibility; attends all scheduled meetings and in service training sessions conducted by the Department of Food and Nutrition.

Performs other work-related duties as assigned.

PHYSICAL REQUIREMENTS

This is medium to heavy work which requires the following activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. H.S. Diploma or G.E.D. (This requirement will be waived to those employees currently holding the position.)
2. Minimum of two (2) years experience in food production and service in restaurants or institutional food service (not catering).
3. Successful completion of M-DCPS cooks and bakers training, cash register training and computer food ordering.
4. A valid Florida Driver's License is required at time of appointment.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

ASSISTANT FOOD SERVICE MANAGER (JOB CODE 5715)

BASIC OBJECTIVES

Assist the food service manager in supervising large numbers of food service personnel engaged in the preparation and service of food (1200 meal equivalents or more). In certain senior high school operations, it may be necessary to employ a second Assistant Food Service Manager. This is to be determined by the Region Food Service Coordinator, who will justify the need, in writing, to the Director, Program Operations. The school site should be showing a profit, and meeting labor hours.

Assignment may involve one or more satellite food service operations. Performance is subject to review by administrative superiors as well as through periodic inspections and evaluation procedures.

JOB TASKS/RESPONSIBILITIES

Assist the food service manager with the following: assigning, training and supervising employees engaged in the preparation, serving, and clean up activities of food service; maintains a record of time worked and reassigns personnel as required.

Estimate and requisition necessary food and supplies; supervise in the receipt, storage, and issuance of provisions and keep records of food and supplies used. Prepare regular and special reports of food service operations.

Plan and supervise the production of food, insuring that it is prepared according to established standards and served in an attractive manner.

Observe service to students and adults to assure that it is prompt and courteous.

Coordinate employee activities so that service is fast and efficient.

Prepare and post schedules and time sheets for personnel, making adjustments to work schedules as needed.

Attend meetings and perform related work as required.

Perform related duties of comparable or lesser importance as assigned by the manager.

Attendance is critical. Unauthorized absences could lead to disciplinary action.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

PHYSICAL REQUIREMENTS

This is medium to heavy work which requires the following activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. H.S. Diploma or G.E.D.
2. Minimum of two (2) years of food service experience, one of which must have been in the M-DCPS Food Service Program.
3. Successful completion of M-DCPS cooks, bakers, cashier, computer ordering training classes.
4. A valid Florida Driver's License is required at time of appointment.
5. Ability to read, write and understand written instructions and communicate effectively.

COOK I AND II (JOB CODES 5703 AND 5708)

BASIC OBJECTIVES

Under direction of the food service manager, assists in the preparation of meals, following menus and standardized recipes.

JOB TASKS/RESPONSIBILITIES

Follow well-defined instructions and operate within the limits of prescribed guidelines to learn large scale food preparation.

Follow menus, standard recipes, and instruction to learn obvious methods and procedures used to prepare food.

Check food supplies and recipes to assure sufficient meal preparation for the day. Operate electric slicer, food chopper, mixer, and utensils to cut and slice meats, vegetables and other foods.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Prepare meats, sandwiches, salads, vegetables, leftovers, and other selections of food as directed by the food service manager.

Cook, heat and steam foods using ovens, stoves and steam kettles. Responsible for sampling the food to assure that it has good taste and satisfy its preparation requirements.

Covers leftovers and refrigerates or stores accordingly, and informs manager of amount of food leftover, and quantity of groceries utilized during the day's preparation.

Assist in cleaning the kitchen's equipment and utensils.

Perform related duties of comparable or lesser skill level to learn process and methods of large scale.

PHYSICAL ACTIVITIES

This is medium to heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual activity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Completion of at least eighth grade with the ability to read, write and understand oral and written instructions.
2. Must be able to communicate effectively with fellow employees.

BAKER I AND II (JOB CODES 5704 AND 5709)

BASIC JOB OBJECTIVES

Under direction of the food service manager prepare baked goods and related menu items following menus and standardized recipes. Assist in the supervision of baking operations in a school cafeteria.

JOB TASKS/RESPONSIBILITIES

Follow menu and recipes unless otherwise instructed by the food service manager.

Check recipes and supplies in advance to assure sufficient food quantities for the day.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Checks and supervises the work of assistant and other workers involved in baking operation.

Expand recipes as needed under the direction of the food service managers.

Cuts dough into portions and shapes by hand or by use of machine.

Place products in oven and removes when properly baked. Make cakes, cornbread, cobblers, cookies, and other desserts.

Replenish serving lines with breads and make certain that desserts are kept at their proper temperature.

Cover and store leftovers appropriately, notifying food service manager of quantities used and left over.

Check equipment to make sure that it is turned off when not in use.

Perform other related functions as designated by the food service manager.

PHYSICAL REQUIREMENTS

This is medium to heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual activity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

Must have the ability to read, write and understand oral and written instructions.

GENERAL WORKER I (JOB CODE 5707)

BASIC OBJECTIVES

This is routine food service work assisting with the preparation, cooking, serving, and storage of foods, and involves related work activities necessary to the operation of a school based food service program. The work is performed under close supervision and according to standard work methods, practices and procedures.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

JOB TASKS/RESPONSIBILITIES

Slices, chops, mixes, steams, and otherwise prepares foods.

Operate equipment such as: electric slicer, food chopper, mixer, and steam equipment.

Assist with the inspection and inventory of food and food stuffs.

Serve food and assist Food Service Worker II, Cook and Food Service Manager.

Clean kitchen, cafeteria equipment and facilities.

Perform related work as required or assigned.

PHYSICAL REQUIREMENTS

This is medium to heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual activity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

Must have the ability to read, write and understand written instructions.

GENERAL WORKER II (CASHIER) (JOB CODE 5723)

BASIC OBJECTIVES

This is routine food service and cashiering work. The work involves assisting with the preparation, cooking, serving, and storage of food; the receiving of monies or meal cards for the purchase of food items. The work is performed under the supervision of the Food Service Manager and according to standard work methods, practices and procedures.

JOB TASKS/RESPONSIBILITIES

Performs a wide variety of tasks associated with the preparation, cooking serving, and storage of food.

Slices, chops, mixes, steams, and otherwise prepares food; may serve food.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

Operate the automated Point of Sales Terminals to record and process the receipt of monies and the validation of meal cards received for the purchase of meals or individual food items.

Maintains meal accounting system (meal cards/passes).

Clean kitchens, cafeteria equipment and facilities.

Assist with the inspection and inventory of food and foodstuffs.

Perform related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is medium to heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual activity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

Completion of eighth grade or demonstrated ability to read, write and understand written instructions.

Some cashiering experience or experience with POS Terminals and a working knowledge of NSL and SBP meal components.

OR

Any Equivalent combination of acceptable training and experience.

MOTORIZED VEHICLE OPERATOR (JOB CODE 6432)

BASIC OBJECTIVES

This position requires the ability to drive and operate specially equipped medium and heavy duty trucks and other ancillary equipment. Work involves responsibility of the safe and efficient operation of vehicles and acquiring materials from various vendors, stockrooms and other location for deliveries to various sites. Work is performed under the direct supervision of a Foreperson although the employee is expected to exercise some independent judgment in establishing priorities and determining the methods of completing job assignments in accordance with safety rules and regulations.

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JOB DESCRIPTION AND QUALIFICATIONS (continued)

JOB TASKS/RESPONSIBILITIES

Drives medium-sized trucks to pick up materials and/or equipment from several sources for delivery to various sites.

Follows established procedures for pickup and delivery of materials to various sources.

Maintains auditable records of transported materials and ensures their safety.

Assists in all warehousing functions as required by the supervisor.

Receives orders over the telephone or radios and effects purchases from specified vendors for site deliveries

Operate a forklift as needed to ensure safe loading and unloading of materials.

Performs routine preventative maintenance checks, makes minor repairs and updates vehicle operational records.

Performs related work as required.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (50 pounds minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Completion of high school or equivalent with demonstrated ability to read, write and understand written and oral instructions.
2. Knowledge of construction and maintenance materials.
3. Documented experience in the operation of a medium-size truck.
4. A valid CDL Class A license is required at the time of application.