

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Central Kitchen Packaging Crew Member	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 2A

**Job Summary**

Prepares pre-plated meals necessary for service in elementary and secondary schools. Large quantity production performed while adhering to federal National School Lunch Program (NSLP) regulations. Ensures that a quality, nutritious and cost effective meal program is available daily to students, staff, parents, and the community.

**Essential Job Functions**

Performs assembly line tasks related to the pre-plating of meals.

Assists with food preparation, cleaning, sanitizing, and stock rotation as needed.

Counts items and organizes for distribution to schools.

Ensures all meals are in compliance with USDA and DEC regulations.

Provides training of daily tasks to new staff.

Utilizes work simplification techniques and help implement cost containment measures while maintaining quality.

Labels and prepares food for storage.

Cleans and sanitizes dishes.

Maintains and cares for kitchen and adjacent areas to ensure compliance with state and federal regulations.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and to meet required NSLP professional standards requirements.

Contributes to a team environment by assisting coworkers with scheduled work demands.

Loads and unloads food items, supplies and/or equipment.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Standard and industrial commercial kitchen equipment and typical office equipment.

### **Independent Decisions**

Decisions of a routine and job related nature to assess progress of day to day tasks and responsibilities to ensure completion of program operations.

### **Primary Working Contacts**

Works cooperatively with central kitchen staff, nutrition services central office staff, and warehouse staff.

### **Responsibility for Cash, Equipment, Safety**

Ensures the safe operation of industrial kitchen equipment and maintenance of computer and all peripherals. Ensures reporting and compliant processing of all accident reports. Responsible for compliance with safety, HACCP, and sanitation regulations that pertain to the central kitchen facility.

### **Supervision Received and Exercised**

None given; supervised by the nutrition services director and receives oral and/or written direction from the central kitchen coordinator, the central kitchen lead, nutrition services assistant director, or supervisor.

### **Unusual Working Conditions**

Work is performed in a fast-paced and congested work environment. There are periods of above normal noise levels and temperature. Work is repetitive in nature and includes significant periods of standing. Job requires daily lifting of food service product and equipment.

### **Evaluation**

Annual written evaluation by the nutrition services director.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. Proficient English language skills.
3. Strong oral and written communication skills.
4. Exceptional customer service and public relation skills and professionalism.
5. Organization skills sufficient to develop efficient work methods and meet deadlines.
6. Mathematical skills including basic calculations.
7. Ability to communicate with diverse groups and positively represent the department.

8. Ability to work within a team, and follow standardized practices and/or methods.
9. Ability to work with detailed information/data and maintain strict confidentiality of written and oral information and records. Interact with co-workers in a courteous, tactful and pleasant manner, sometimes in stressful and busy situations.
10. Must be able to work with both hands and in a fast and efficient manner.
11. Must be able to meet deadlines and schedules, set priorities, and organize one's own workload effectively, efficiently and independently, have flexibility to reprioritize work as needed and seek assistance when necessary.
12. Requires daily lifting, including objects weighing as much as 50 lbs.
13. Per DEC regulations, must have or be able to pass Food Handlers course 30 days after hire and maintain certification.

The following are preferred:

1. One (1) year of experience in a position with the use of commercial kitchen equipment (steamtables, convection ovens, coolers, freezers, etc.), customer service, and food preparation.
2. Knowledge and experience in quantity food production, safety procedures, and current sanitation procedures and regulations.
3. Knowledge of National School Lunch Program.

#### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**