

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Central Kitchen Production Crew Member	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 3

**Job Summary**

Large quantity production performed while adhering to federal National School Lunch Program (NSLP) regulations. Responsible for baking, cooking, produce preparation, and all other production aspects of the central kitchen. Ensures that a quality, nutritious and cost effective meal program is available daily to students, staff, parents and the community.

**Essential Job Functions**

Prepares, chills, and packages a variety of foods using menus, production records, standardized recipes, and safe food handling procedures.

Prepares food items for pre-plated meals.

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

Labels and prepares food for storage.

Counts items and organizes for distribution to schools.

Produces high quality, consistent products in compliance with USDA nutritional guidelines.

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

Operates industrial commercial kitchen equipment in an efficient, effective, and safe manner.

Assists with the development of healthy recipes.

Utilizes standardized recipes for consistent quality and quantity of foods produced.

Adjusts standardized recipes to accommodate larger or smaller batches.

Cleans and sanitizes dishes.

Provides training of daily tasks to new staff.

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.

**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 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; the central kitchen production crew member is 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 level 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 GED equivalent.
2. Minimum of one (1) year of large quantity production experience working in a commercial industrial kitchen.
3. Proficient English language skills required.
4. Strong oral and written communication skills.
5. Organization skills sufficient to develop efficient work methods and meet deadlines.
6. Mathematical skills including basic calculations.
7. Exceptional customer service and public relation skills and professionalism.
8. Communicate with diverse groups and positively represent the department.
9. Ability to work within a team, and follow standardized practices and/or methods.
10. Ability to work with detailed information/data and maintain strict confidentiality of written and oral information and records.
11. Must be able to work with both hands and in a fast and efficient manner.
12. Must be able to interact with co-workers in a courteous, tactful and pleasant manner, sometimes in stressful and busy situations.
13. 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.
14. Requires daily lifting, including objects weighing as much as 50 lbs.
15. Per DEC regulations, must have or be able to pass ServeSafe course within first 45 days of employment and maintain certification.

The following are preferred:

1. Minimum of two (2) years of large quantity production experience working in a commercial industrial kitchen. A combination of work experience and education may be considered.
2. Prefer knowledge and experience in quantity food production, safety procedures, and current sanitation procedures and regulations.
3. Prefer knowledge of NSLP.
4. Demonstrated skill in large-quantity food production using standardized recipes.

### **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.**