

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ~~_____~~ Maintenance Technician ~~_____~~

CATEGORY: ~~_____~~ Classified, Non-Exempt ~~_____~~

SALARY ~~SCHEDULE~~/RANGE: ~~_____~~ Classified, ~~_____~~ Range 25

WORK YEAR: ~~_____~~ 12 Months ~~_____~~ 260 days

POSITION DESCRIPTION:

Under general supervision, ~~perform~~ performs a variety of skilled work in the repair, alteration, installation, and maintenance on a variety of commercial ~~type~~ kitchen equipment.

Class Characteristics:

~~A major portion of the time of this position is spent in performing maintenance and repairs on all types of kitchen equipment. This position is expected to perform;~~ performs tasks in all maintenance trades; such as electrical, plumbing, refrigeration, and carpentry at a semi-skilled and skilled level.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

~~Duties may include, but are not limited to:~~

1. ~~Inspect, repair, install, test, service, and maintain~~ Inspects, repairs, installs, tests, services, and maintains all types of commercial kitchen equipment, including refrigeration units, light and power circuits, motor appliances, generators, control equipment, steam, ventilation equipment, and switches.

2. ~~Install~~ Installs interior wiring for equipment and appliances.

3. ~~Perform~~ Performs semi-skilled and skilled general maintenance work to include assembling and repairing lighting fixtures, replacing aerators, inspecting kitchen equipment, ensuring fire compliance, ~~correction of,~~ correcting infractions, and performing touch-up painting on fixtures or equipment.

4. ~~Perform~~Performs semi-skilled and skilled plumbing tasks ~~to include, including~~ but not limited to replacing and maintaining faucets, cleaning out drains, and removing obstructions from water and sewer systems in Food Services.
5. ~~Assemble~~Assembles furniture and equipment.
6. ~~Perform~~Performs light fabrication of sheet metal, ~~fabricate, repair; fabricates, repairs~~ and ~~install~~installs duct work and chassis covers.
7. ~~Inspect, repair, maintain and service all types of refrigeration, kitchen equipment, and systems.~~
8. ~~Diagnose, troubleshoot and repair~~Diagnoses, troubleshoots and repairs pneumatic, electric, electronic digital controllers and microprocessor controls on commercial kitchen equipment.
9. ~~Cut, bind, descale, thread~~Cuts, binds, descales, threads, and ~~join~~joins commercial kitchen equipment tubing ~~and~~, pipes and test joints; and ~~insulate~~insulates the pipes of refrigeration systems.
10. ~~Recover~~Recovers refrigerant for storage and future use.
11. ~~Connect~~Connects motors to control panels and control panels to power.
12. ~~Inspect, disassemble, repair and maintain~~Inspects, disassembles, repairs and maintains hot water and ventilation in commercial kitchen equipment.
13. ~~Adjust and install valves, thermostats, fans, pressure regulators and pumps, and pressure test systems in commercial kitchen equipment.~~
14. ~~Work~~Works with high-pressure refrigerant and associated safety and control equipment.
15. ~~Maintain, service~~Maintains, services, and ~~repair~~repairs the steam boiler system, including steam boilers, two hundred (200) gallon kettles, cart washing ~~machine~~machines and support piping and control systems.
16. ~~Maintain, troubleshoot~~Maintains, troubleshoots, and ~~repair~~repairs the cook-chill system, including mechanical and electrical problems and failures due to the high volume of production.

- 17.● ~~Diagnose~~Diagnoses equipment problems using gauges and electric test meters and probes; ~~operate~~operates vacuum pumps and a variety of power and hand tools used in the refrigeration, electrical and plumbing trades; ~~replace~~replaces or ~~repair~~repairs compressors, thermostats, timers, pumps, motors, sensors, controls, and control panels.
- 18.● ~~Maintain maintenance of~~Maintains vehicles used by Food Services staff; ~~prepare~~prepares records of work orders; ~~order~~orders or ~~purchase~~purchases parts according to established procedures; ~~estimate~~estimates the time and material costs of repairs; ~~request and~~requests assistance from other skilled maintenance personnel as necessary.
- 19.● ~~Observe~~Observes relevant codes and EPA regulations in maintaining and repairing refrigeration equipment.
- 20.● ~~Troubleshoot, repair, maintain, and service~~Troubleshoots, repairs, maintains, and services all types of commercial large quantity food handling, preparation, packaging, storage equipment, and ancillary plumbing, electrical, electronic, heating and refrigeration systems.
- 21.● ~~Install, replace~~Installs, replaces, and ~~repair~~repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, wiring, pipes, compressors, pressure regulators and pumps, pressure test systems and control panels. ~~in commercial kitchen equipment.~~
- 22.● ~~Travel~~Travels to school sites to inspect, diagnose, and make repairs to appliances, refrigeration units, freezing units and related equipment, as assigned.
23. ~~Estimate time and material costs to complete assigned tasks.~~
24. ~~Work with, learn from and monitor the work of vendors performing service contract and warranty work.~~
25. ~~May direct the work of helpers.~~
 - ~~Perform~~May direct or oversee the work of personnel.
- 26.● ~~Performs other related duties consistent with as assigned to ensure the efficient and effective functioning of the scope and intent of the position work unit.~~

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or ~~equivalent~~equivalency

Experience:

- Five (5) years of journey level experience or combined completion of a three (3) year journey level apprenticeship program with two (2) years of journey level experience in the maintenance and repair of air conditioning, refrigeration, heating, and ventilation equipment systems-

—and

AND

- One (1) year of experience at apprentice or journey level in a large, industrial setting (can be included with the five (5) years of experience)

DESIRED QUALIFICATIONS

Experience:

- Maintenance experience in a food services setting

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Possession of a valid and appropriate California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Possession of a current certificate of completion for Refrigeration/Air Conditioning Service and repair
- Possession of a current Environmental Protection Agency Section 608 Type Universal Refrigerant Certification

Ability to obtain an aerial and forklift operator's certificate within six (6) months of employment

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KNOWLEDGE AND ABILITIES:

Knowledge of:

- Tools, materials, methods, and terminology used in one or more of the maintenance trades, such as electrical, plumbing, refrigeration, or carpentry
- EPA Refrigerant requirements, safety precautions and procedures
- Pipe fitting, sheet metal work and electrical work as it pertains to steam generated equipment, refrigeration, ventilation, high pressure refrigerant and air conditioning repair
- Industrial refrigeration systems
- ~~Procedures~~Operation, procedures and proper use of the tools and equipment used in the maintenance and repair of refrigeration, heating, ventilation, and steam pressure equipment
- Diagnostic use of computer equipment and related software for energy management systems for commercial kitchen equipment
- Appropriate safety precautions and procedures
- The maintenance of safe and usable water conditions in open systems and closed loop chiller water systems and boilers
- ~~Oral and written communication skills~~
 - Technical aspects in the field of specialty
 - Modern office practices, procedures, and equipment
 - ~~Correct~~ English usage, ~~grammar~~, spelling, grammar, and punctuation, ~~and vocabulary~~
 - Operation of a computer and assigned software
 - Mathematical calculations
 - Proper lifting techniques
 - Proper methods of storing equipment, materials and supplies
 - Record-keeping techniques

Ability to:

- Perform skilled electrical, refrigeration, and plumbing work in the maintenance and repair of a wide range of refrigeration and commercial kitchen equipment.
- ~~Perform maintenance and repair work.~~
 - Plan and lay out all the work to be completed, including the estimation of labor and material costs.

- Work from sketches, diagrams, blueprints, plans and specifications.
- Maintain various records related to work performed
- Perform shop math.
- Operate a truck or van, observing legal and defensive driving practices.
- Operate a forklift and aerial lift truck.
- ~~Work cooperatively with those contacted in the course of work.~~
 - Establish and maintain cooperative and effective working relationships with others
 - Understand and carry out oral and written instructions.
 - Read and interpret technical manuals.
 - Perform a wide range of general maintenance and repair work.
 - Operate refrigerant recovery equipment.
- ~~Communicate effectively both orally and in writing.~~
 - Operate a variety of office equipment, including a computer and assigned software.
 - Work independently and as a team, with little or no direction.
 - Be detail-oriented, organized, accurate, thorough, and monitor work for quality.
- ~~Utilize interpersonal skills using tact, patience, and courtesy.~~
 - Maintain insurability by the District liability insurance carrier.
- ~~Maintain regular and punctual attendance.~~
 - Maintain acceptable grooming and hygiene.
 - Prioritize tasks and meet schedules and deadlines
 - Communicate effectively both orally and in writing
 - Adapt to changing work priorities
 - Adhere to safety practices
 - Make decisions based on sound judgment, honesty, and integrity
 - Maintain tools, work areas, and shop facility in a clean and orderly condition
 - Observe health and safety regulations and procedures
 - Utilize interpersonal skills with tact, patience & courtesy
 - Work successfully in a diverse environment

WORKING CONDITIONS:

ENVIRONMENTEnvironment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- PHYSICAL DEMANDSJob is performed in a commercial kitchen environment

- Indoor and outdoor work environment with exposure to various temperature and weather conditions
- Regular exposure to noise, dust, dirt, fumes and gases
- Exposure to electrical, mechanical, chemical, and burn hazards
- Driving a District vehicle to conduct work

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to~~Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push, ~~and or pull up to 200 pounds~~very heavy objects, with ~~assistance~~
- ~~Ability occasionally to lift, carry, push, and pull~~the use of hand trucks or other equipment up to 100 pounds
- ~~Ability to frequently lift, carry, push, and pull up to 50 pounds~~
 - ~~Ability to work~~Work in confined spaces and at highly elevated levels above ground such as roofs, ladders, and aerial lift trucks
 - ~~Ability to work~~Work safely with high pressure refrigerant
 - ~~Ability to work~~Work at a desk and in meetings of various configurations
 - ~~Digital dexterity~~Dexterity of hands and fingers to operate ~~office~~specialized equipment and tools and work with various objects and materials
 - ~~Ability~~Seeing to read ~~printed matter and~~ and perform primary functions of classification and view computer screens
- ~~Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~

Licenses, Certifications, Bonding, and/or Testing Requirements:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment~~
- ~~Verified copy of high school diploma or equivalent~~
- ~~Possession of a current certificate of completion for Refrigeration/Air Conditioning Service and repair~~
- ~~Possession of a current Environmental Protection Agency Section 608 Type Universal Refrigerant Certification~~

- Seeing near/distant; color distinction; and depth perception
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching
- Standing, walking, sitting, or working for extended periods of time
- Heavy physical labor
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Working around and with industrial machinery
- Chemical fumes and odors
- Working from heights
- Traffic hazards
- Exposure to burns
- Exposure to sharp objects and tools
- Contact with bottled gases and chemicals

Original Board Approval:

- ~~Ability to obtain an aerial and forklift operator's certificate within six (6) months of employment~~

Revised: ~~9/13/2001~~; ~~2/19/2004~~; ~~6/17/2021~~; ~~7/6/2022~~; ~~7/19/2023~~;
12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Secondary Kitchen Operator__

CATEGORY: Classified Non-Exempt__

REPORTS TO (BY TITLE): ~~Coordinator, Food Services~~

SALARY RANGE: ~~_____~~ Range 17 ~~_____~~

SALARY SCHEDULE: ~~Classified Contract~~

WORK YEAR: ~~10 Months~~ 204 days

SUPERVISION: ~~This position is responsible for overseeing support staff.~~

POSITION DESCRIPTION:

Under general direction ~~of the Coordinator, Food Services, operate, operators~~ and monitors the daily operations of a serving kitchen at a secondary school. Plan, organize; plans, organizes, and direct the work of oversees assigned ~~workers.~~ Prepare ~~personnel; prepares~~ and serves food, order orders food and supplies. ~~Maintain; maintains the~~ kitchen in a sanitary and orderly condition.

Class Characteristics:

Positions in this class ~~are distinguished from Kitchen Operators by having lead responsibility in a secondary kitchen, coordinating multiple serving areas, and ordering food supplies from outside vendors. Incumbents perform routine cooking; and food preparation duties. Incumbents will continue to perform~~ performs many of the duties of Kitchen Assistant ~~in addition to cashiering, ordering, storing supplies, and directing assigned workers.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

- ~~1. • Operate Operations of~~ a secondary school kitchen.
- ~~2. • Schedule Schedules~~ assigned ~~workers personnel, trains~~ and ~~direct and monitor oversees~~ their work.
 - ~~Coordinate various serving areas to include~~ Coordinates multiple serving lines, snack bar, faculty lounge, areas.
- ~~3. • Prepares~~ and ~~outside carts.~~

- ~~4.● Prepare and serve~~ serves meals to students and faculty.
- ~~5. Cashier, count, and prepare daily deposits.~~
- ~~6.● Operate basic~~ Operations of commercial kitchen equipment.
- ~~7. Operate ovens, steam tables, steam kettles, steamers, slicers, mixers and other related equipment.~~
- ~~8.● Assist~~ Assists in ~~set up~~ the setup for serving.
- ~~9.● Direct~~ Trains/oversees and ~~assist~~ assists in the cleaning and storing of dishes, utensils, cafeteria equipment, and food supplies.
- ~~10.● Lock~~ Locks and ~~unlock~~ unlocks the kitchen and related equipment.
- ~~11.● Order~~ Orders and ~~receive~~ receives food and supplies from ~~warehouse~~ multiple vendors.
- ~~12. Direct and assist in distributing meal tickets.~~
 - ~~● Distribute, receive, and approve applications~~ Records meal counts, reviews numbers being inputted into the meal system and verifies meal summaries audited by State and Federal Inspectors
- ~~13. Tracks inventory for free lunches.~~
- ~~14. Maintain current and accurate list(s) of students on free and reduced breakfast and lunch programs (including rosters and/or tickets).~~
- ~~15.● Inventory~~ food and supplies.
- ~~16.● Complete, maintain, and monitor daily records of number of lunches prepared and served,~~ Prepares cash deposits, cash receipts/tickets and file records, and documents required by the Food Services Department.
- ~~17. Complete and maintain State and Federal production and forecasting sheets.~~
- ~~18. Advise principal and others of changes and related information pertinent to the Food Services program.~~
- ~~19. Prepare salads, fruit, gelatin, eggs, toast, and variety of hot and cold sandwiches such as tacos, hamburgers, hot dogs, burritos, etc.~~
- ~~20. Store and utilize leftovers.~~
 - ~~● Determine~~ Prepares a variety of heated and refrigerated items.
- ~~21.● Determines the~~ correct food and amounts of food to be ~~ordered so~~ asserved to comply with State requirements for nutritional values.
- ~~22.● Order~~ Orders projected amount of milk, ice cream, snack foods, produce, ~~and frozen~~ foods and other foods through Food Services or directly from outside vendors.
- ~~23. Provide special event catering at school sites.~~
- ~~24.● Responsible for sanitation in~~ Ensures the kitchen facility is maintained in a sanitary and orderly condition.
- ~~25. Complete and maintain accurate service records.~~
 - ~~● Complete~~ Completes and maintains accurate records of temperature sheets for all food and equipment.
- ~~26.● Maintains communication with Food Service Department personnel in regards to site employees leave~~ documents status, such as sick leave, vacation leave, personal necessities and off-work orders.

- ~~27. • _____ Train and conduct meetings~~Preparing food according to recipes, maintaining food and health department safety codes, and completing education modules with assigned personnel.
- ~~Perform~~Prepares meals for students with special dietary requirements. Receives medical statements and parental requests for milk substitutions and forms, and requests to remove dietary restrictions, and forward to appropriate individual for processing.
 - Inspects kitchen equipment to ensure equipment is in proper working condition; submits work orders to the supervisors for equipment issues.
 - Maintains and monitors HACCP (Hazard Analysis and Critical Control Plan)
- ~~28. • Performs other related duties consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent~~effective functioning of the ~~position~~work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year experience in large quantity food, preparation, serving in a cafeteria or restaurant

OR

- Six (6) months of experience as a Kitchen Assistant or a Snack Bar Attendant
- Six (6) months of training or substitute experience as a Kitchen Operator for Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Possession of a valid ServSafe Food Protection Manager Certificate.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal and State school meal requirements
- Procedures ~~infor~~ ordering, receiving, and storing foods
- Quality assurance
- Methods of serving food in large quantities
- Basic operations, maintenance, and cleaning of kitchen utensils and equipment
- ~~Kitchen~~Safety and sanitation ~~and safety~~
- ~~Oral and written communication skills~~
- ~~Technical aspects in field of specialty~~
 - ~~Modern office~~ practices, and procedures ~~and equipment~~
 - Correct Basic office equipment and computer usage, including assigned computer hardware/software
 - English usage, ~~grammar,~~ spelling, grammar, and punctuation, ~~and vocabulary~~
- ~~Operation of a computer and assigned software~~
 - General kitchen and food safety handling procedures, including proper first in/first out, storage and preparation of food products within the mandated time and temperature control management
 - Organization and department operations, services and policies
 - Maintain acceptable grooming and personal hygiene
 - Basic math, weights, and measures
 - National School Lunch Program (NSLP) requirements of school-aged children
 - Equipment found in a commercial kitchen
 - Quantify food preparation and handling
 - Standard kitchen equipment, utensils and measurement instruments

Ability to:

- Train ~~and direct workers/~~oversee personnel in ~~efficient~~efficiency techniques of serving and preparing food, cleaning, and maintaining equipment
- Operate modern office equipment (including a computer, assigned software, Point of Sale, and equipment found in secondary serving kitchens]
- Understand ~~and carry out oral and~~complex, multi-step written ~~directions and~~ oral instructions
- ~~Work cooperatively with those contacted in the course of work~~
 - Inventory, estimate needs, and order food ~~stuffs~~ items and supplies

- Prepare ~~hot~~heated and refrigerated food items and ~~cold sandwiches, salads, dessert, and do~~-routine cooking
- Maintain records and compile daily and periodic reports
- Maintain the kitchen and equipment in clean and sanitary condition
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- ~~Operate a variety of office equipment including a computer and assigned software~~
- ~~Work independently with little or no direction~~
 - Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- ~~Utilize interpersonal skills using tact, patience and courtesy~~
 - Perform basic math quickly and accurately
 - Make decisions based on sound judgment, honesty and integrity
 - Deal effectively with continuous change
- ~~Provide own transportation to sites during workday~~
- ~~Maintain insurability by District liability insurance carrier~~
 - Meet schedules and timelines
 - Adapt to changing work priorities
 - Work well both independently and as part of a team
 - Safely and properly operate a pallet jack
 - Adhere to safety practices
 - Prepare attractive and nutritional meals
 - Utilize a variety of job-related equipment
 - Utilize interpersonal skills with tact, patience & courtesy
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The job is performed in a kitchen environment
- Exposure to extreme hot and cold temperatures
- Skin contact with detergents, abrasives, cleaning solvents and disinfectants
- Work with interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work at a desk and in meetings of various configurations-
- ~~Digital dexterity~~Dexterity of hands and fingers to operate ~~office and other~~specialized equipment, and tools
- ~~Ability~~Seeing to read ~~printed matter and~~ and perform primary functions of classification and view computer screens-
- ~~Ability to communicate so others will be able to clearly understand a normal conversation.~~
- ~~Ability to hear and understand speech.~~
- ~~Ability to bend, twist, stoop, and reach.~~
 - Hearing and speaking to exchange information
 - Some bending at the waist, stooping, kneeling, and/or crouching
 - Reaching overhead, above the shoulders and horizontally
- Ability to stand for prolonged periods-
- ~~Ability to~~Standing, walking, or sitting for extended periods of time
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push, or pull and carry~~very heavy objects, with the use of hand trucks or other equipment~~ up to 100 pounds, occasionally-
- ~~Ability to lift, push, pull and carry up to 50 pounds, frequently.~~
- ~~Ability to operate a pallet jack.~~

Hazards:

- Working ~~Conditions:~~around equipment with various temperature extremes
- ~~Working in extreme hot and cold environments.~~
 - Exposure to sharp objects and tools
 - Traffic hazards
 - Chemicals and odors
 - Exposure to electrical, mechanical, chemical and burn hazards
 - Contact with sharp objects and tools

- ~~Original Board Approval: 04/20/1994; 09/20/2004; 08/16/2017; 12/18/2025~~
~~Skin contact with detergents, abrasives, cleaning solvents and disinfectants.~~

MINIMUM QUALIFICATIONS

Experience:

- ~~One (1) year experience in large quantity food preparation, serving in a cafeteria or restaurant.~~
- ~~Six (6) months of experience as a Kitchen Assistant or a Snack Bar Attendant.~~
- ~~Six (6) months of training or substitute experience as a Kitchen Operator for Fontana Unified School District.~~

Education:

- ~~Completion of high school or equivalent.~~

DESIRED QUALIFICATIONS

Experience:

- ~~Working in a public agency setting.~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment.~~

Materials:

- ~~Verified copy of high school diploma or equivalent.~~
- ~~ServSafe Food Protection Manager Certification.~~

~~Approved: 4/20/1994~~

~~Revised: 02/19/2004; 09/20/2004; 08/16/2017; 12/18/2025~~

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Kitchen Operator

CATEGORY: Classified Non-Exempt__

REPORTS TO (BY TITLE): ~~Coordinator, Food Services~~

SALARY RANGE: ~~_____~~ Range 16

SALARY SCHEDULE: ~~_____~~ Classified Contract

WORK YEAR: ~~10 Months~~ 203 days

SUPERVISION: ~~_____~~ N/A

POSITION DESCRIPTION:

Under general direction, ~~operate~~ operates and monitors the daily operations of a satellite serving kitchen; ~~direct the work of assigned helpers; prepare and serve~~ including meal preparation, meal servicing, inventory control, and maintaining general food; ~~maintain food safety and sanitary standards in production areas in a sanitary; train and orderly condition~~ oversee personnel; perform ~~related duties as required~~. Perform many of the duties of Kitchen Assistant in addition to cashiering, ordering and storing supplies and directing assigned helpers.

~~Positions in this class are distinguished from Snack Bar Attendants and Kitchen Assistants by having lead responsibility in a satellite kitchen. Incumbents perform routine cooking and food preparation duties.; and performs many of the duties of a Kitchen Assistant.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. • Operate~~ Operates a satellite kitchen.
- ~~2. Direct the work of assigned helpers.~~
- ~~3. Take meal counts.~~

- ~~1. Order and receive lunches~~Records meal counts, reviews numbers being inputted into the meal system and verifies meal summaries audited by State and Federal Inspectors.
- ~~4. Orders and receives food and supplies from outside vendors and warehouse.~~
- ~~5. Prepare hot~~Prepares heated and ~~cold~~refrigerated foods items.
- ~~6. Serve~~Serves meals to students and faculty.
- ~~7. Cashier, count and turn in money.~~
- ~~8. Operate cash register~~Operates point of sale (POS) and kitchen equipment.
- ~~9. Store~~Stores and ~~utilize~~utilizes leftovers.
- ~~10. Set up~~Prepares the area for serving.
- ~~11. Direct~~Oversees and ~~assist~~assists in the cleaning and storing of dishes, utensils, cafeteria equipment, and food supplies.
- ~~12. Lock~~Locks and ~~unlock~~unlocks satellite facility, as needed.
- ~~13. Order supplies.~~
- ~~14. Open~~Opens school gates, ~~turn~~turns off alarms, and ~~open~~opens the faculty work room as needed.
- ~~15. Mark student lunch list, which is audited by state and federal inspectors.~~
- ~~16. Keep a current and accurate list of names on the free and reduced lunch list.~~
- ~~17. Give and receive free lunch forms, proofread free lunch forms.~~
- ~~18. Determine~~Determines the correct food and amounts to be served so as to comply with state requirements for nutritional values.
- ~~19. Order~~Orders necessary food items and supplies based on the projected amounts.
- ~~20. Complete~~Completes, maintains, and ~~maintain~~monitors accurate daily meal service records.
- ~~21. Complete~~ and ~~maintain~~leave documents required by the Food Services Department.
- ~~22. Train assigned helpers.~~
- ~~23. Utilize~~Utilizes applicable software programs and ~~operate~~operates modern office equipment, including a computer.
- ~~24. Perform related duties consistent with the scope and intent of the position.~~

JOB REQUIREMENTS

Knowledge of:

- ~~• Basic methods of serving food in large quantities~~
- Basic kitchen utensils and equipmentpoint of sale system.
- ~~• Kitchen sanitation~~Conducts weekly and safety
- ~~• Lunch requirements~~

Ability to:

- Trainmonthly food and ~~supervise others~~supply inventories.

- ~~Operate a cash register, modern office equipment and equipment found in~~
Maintains food serving kitchen.
- ~~Learn industry specific software programs.~~
- ~~Work with and instruct student assistants and other helpers.~~
- ~~Understand and carry out oral and written directions.~~
- ~~Work cooperatively with those contacted in the course of work.~~
- ~~service facilities in a inventory, estimate needs and order food and supplies.~~
- ~~Prepare hot and cold food and do routine cooking.~~
- ~~Maintain records and compile daily and periodic reports.~~
 - ~~Maintain kitchen and equipment in~~ clean and sanitary condition.
- ~~Communicate effectively.~~
- ~~Perform basic arithmetic calculations.~~
 - Maintains communication with Food Service Department personnel in regards to site employees leave status; such as sick leave, vacation leave, personal necessities, and off-work orders.
 - Train and oversee in various standards, such as disinfecting and sanitizing kitchen equipment, preparing food according to recipes, maintaining food and health department safety codes, and completing education modules with assigned personnel.
 - Prepares meals for students with special dietary requirements. Receives medical statements and parental requests for milk substitutions and forms, and requests to remove dietary restrictions, and forward to appropriate individual for processing.
 - Inspects kitchen equipment to ensure it is in proper working condition; submits work orders to the supervisors for equipment issues.
 - Maintains and monitors HACCP (Hazard Analysis and Critical Control Plan).
 - Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.
- ~~**Job**Manage multiple tasks effectively.~~
- ~~Organize and prioritize the workload.~~
- ~~Work well under pressure.~~
- ~~Problem solve and trouble shoot.~~
- ~~Pay close attention to detail.~~

Physical Requirements: – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- ~~• Lifting, carrying, pushing and/or pulling 100 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 50 pounds.~~
- ~~• Work requires standing on feet for prolonged periods and good manual dexterity.~~
- ~~• Employees are expected to work in hot and cold temperature extremes.~~
- ~~• Employees may also be required to have skin contact with detergents, abrasives, cleaning solvents and disinfectants.~~

- **MINIMUM QUALIFICATIONS** Completion of high school or equivalency

Experience:

- One (1) year experience in large quantity food preparation, serving in a cafeteria or restaurant

~~— Or~~

OR

- Six (6) months experience as a Kitchen Assistant or a Snack Bar Attendant and three (3) months training or substitute experience as a Kitchen Operator for Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

Department Education:

- ~~• Completion of Justice Fingerprint Clearance~~
- ~~• Valid California Driver's License~~
- ~~• Insurability by the twelfth grade or equivalent District's liability insurance carrier~~
- ~~• Tuberculosis/Drug Screen Clearance~~
- Possession of a valid ServSafe Food Protection Manager Certificate.

NECESSARY MATERIALS

License/Certificates:

- ~~• Valid ServSafe Food Protection Manager Certificate~~

Materials:

- Verified copy of high school diploma or ~~equivalent~~ equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic methods of serving food in large quantities
- Basic operations, maintenance, and cleaning of kitchen utensils and equipment
- Safety and sanitation practices and procedures
- Federal and State school meal requirements
- Quality assurance
- General kitchen and food safety handling procedures, including proper first in/first out, storage and preparation of food products within the mandated time and temperature control management
- Inventory management
- Organization and department operations, services and policies
- Basic math, weights, and measures
- Basic office equipment and computer usage, including assigned computer hardware/software
- English usage, spelling, grammar, and punctuation
- -National School Lunch Program (NSLP) requirements of school-aged children
- Equipment found in a commercial kitchen
- Quantify food preparation and handling
- Standard kitchen equipment, utensils and measurement instruments

Ability to:

- Train and oversee workers in efficient techniques of serving and preparing food, cleaning, and maintaining equipment
- Operate modern office equipment (including a computer and assigned software) and equipment found in a food serving kitchen and Point of Sale
- Understand complex, multi-step written and oral instructions
- Maintain acceptable grooming and personal hygiene
- Establish and maintain cooperative and effective working relationships with others
- Inventory, estimate needs and order food and supplies
- Prepare heated and refrigerated food and do routine cooking
- Maintain records and compile daily and periodic reports
- Maintain the kitchen and equipment in a clean and sanitary condition
- Communicate effectively both orally and in writing
- Manage multiple tasks effectively
- Meet schedules and timelines
- Work well both independently and as part of a team

- Trouble shoot and solve problems
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Adapt to changing work priorities
- Safely and properly operate a pallet jack
- Adhere to safety practices
- Prepare attractive and nutritional meals
- Utilize a variety of job-related equipment
- Utilize interpersonal skills with tact, patience & courtesy
- Work successfully in a diverse environment
- Make decisions based on sound judgment, honesty, and integrity

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The job is performed in a kitchen environment
- Exposure to extreme hot or cold temperatures
- Skin contact with detergents, abrasives, and cleaning and disinfectants
- Exposure to electrical, mechanical, chemical, and burn hazards
- Contact with sharp objects and tools
- Work with interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical

Approved: 9/2 Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Standing, walking, or sitting for extended periods of time

- Dexterity of hands and fingers to operate specialized equipment and tools
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, and/or crouching
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Working around equipment with various temperature extremes
- Sharp objects
- Chemicals and odors
- Exposure to burns

Original Board Approval: 09/02/1992

Revised: ~~202~~/19/2004, ~~8~~; 08/24/2016, ~~8~~; 08/16/2017; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Delivery Driver

CATEGORY: Classified Non-Exempt__

REPORTS TO (BY TITLE): ~~Coordinator, Food Services~~

SALARY ~~SCHEDULE~~/RANGE: ~~Classified~~__ Range 15

WORK YEAR: ~~10 Months~~ 203 days

SUPERVISION: ~~N/A~~

POSITION DESCRIPTION:

Under general supervision, ~~load~~loads and ~~unload~~unloads supplies, and ~~hot~~delivers heated and ~~cold~~refrigerated food ~~for delivery by truck. Operate items;~~
operates a light-duty or medium-duty sized truck.

Class Characteristics:

Positions; positions in this class are assigned to Food Services. ~~Duties may vary by assignment. Basic Department; basic~~ truck driving and delivery duties are common to all positions. ~~Incumbents are required to perform tasks within specified time constraints.~~

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL ~~JOB~~ FUNCTIONS):

Duties may include, but are not limited to the following:

Drive

1. Drives a truck on a regular route to various sites.
2. Load, unloadLoads, unloads and deliverdelivers heated and refrigerated food items and supplies.
3. ~~Verify allocated items for quality and correct amount.~~
4. AssistAssists in wrapping, packaging and preparing goods for delivery.
5. AssistAssists in taking inventory.
6. MaintainMaintains simple delivery records.
7. OperateOperates a forklift or pallet jack as needed.

- ~~Organize, rotate~~ Operates standard office equipment, including computer and office phone.
- 8. • ~~Organizes, rotates~~ and ~~store~~ stores food and food staples in storage areas.
- 9. ~~May pick up money from sites~~ Lifts and ~~deliver to designated locations.~~
- 10. • ~~Lift and move~~ moves food items for Food Services staff as requested.
- 11. • ~~Maintain cleanliness, gas, oil~~ Maintains work areas and ~~water~~ vehicles in ~~assigned vehicle~~ a clean and orderly condition.
- 12. • ~~May deliver correspondence as required.~~
- 13. • ~~May deliver equipment as needed.~~
- ~~Perform~~ May provide guidance to new drivers in proper loading techniques, delivery routes, and inventory control procedures.
- 14. • ~~Performs other~~ related duties ~~consistent with~~ as assigned to ensure the ~~scope~~ efficient and ~~intention~~ effective functioning of the ~~position~~ work unit.

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Prior experience in the operation of a medium-duty truck (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Possession of a valid and appropriate California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Valid Food Handler's Certificate
- California School Food Service Association certification
- Possession of a current Forklift Operator's Certificate
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Vehicle operation and routine maintenance
- Wrapping and shipping packages
- Proper methods of safely loading, transporting and unloading supplies and equipment, including heated and refrigerated food staples
- ~~Oral and written communication skills~~
 - Technical aspects in the field of specialty
 - ~~Correct~~ English usage, ~~grammar~~, spelling, grammar, and punctuation,
 - Food handling equipment
 - Appropriate health and ~~vocabulary~~safety precautions and procedures
- Computer usage with applicable software
- Perform basic math quickly and accurately
- Operation and use of tools and equipment
- Proper lifting techniques
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques

Ability to:

- Understand and carry out oral and written ~~directions~~instructions
- ~~Safely~~Effectively and ~~properly~~safety operate ~~trucks, forklifts, and pallet jacks~~ a variety of equipment used in warehousing
- ~~Keep simple~~Maintain various records related to work performed
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- ~~Utilize interpersonal skills using tact, patience and courtesy~~
 - Maintain insurability by District liability insurance carrier

~~Maintain state minimum liability insurance coverage~~

- Adapt to changing work priorities

Attention

Physical Requirements:

- ~~Ability to communicate so others will understand a normal conversation~~
 - Ability to hear~~detail~~
 - Adhere to safety practices
 - Make decisions based on sound judgment, honesty, and ~~understand~~ speech~~integrity~~
 - Ability~~Attention~~ to ~~bend, twist, stoop, kneel~~detail

- Maintain tools, work areas, and ~~reach~~ warehouse facility in a clean and orderly condition
- ~~Ability to push and pull up to 300 pounds~~
- ~~Ability to frequently lift, push, pull and carry up to 100 pounds~~
- Meet schedules and timelines
- Observe health and safety regulations and procedures
- Operate a motor vehicle as necessary
- Utilize interpersonal skills with tact, patience & courtesy
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

~~Exposure to extreme~~The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Job is performed in a warehouse or kitchen environment
- Indoor and outdoor work environment with exposure to various temperature and weather ~~elements~~ conditions

MINIMUM QUALIFICATIONS

Education:

- ~~Completion of high school or equivalent~~

DESIRED QUALIFICATIONS

Experience:

- ~~Prior experience in the operation of a medium-duty truck~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License~~
- ~~Possession of a current Food Handler's Certificate~~
- ~~Possession of a current Forklift Operator's Certificate~~

- Contact with bottled gases and chemicals
- Driving a District vehicle to conduct work
- Regular exposure to fumes, dust, dirt, and loud noise

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical

Materials:

- ~~Verified copy of high school diploma or equivalent~~

~~Approved: 4/6~~Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching
- Regularly lift and/or move up to 50 pounds; lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment more than 100 pounds
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Seeing near/distant; color distinction; and depth perception
- Dexterity of hands and fingers to operate specialized equipment and tools and work with various objects and materials
- Heavy physical labor
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Working around and with industrial machinery
- Chemical fumes and odors
- Traffic hazards

Original Board Approval: 04/06/2000

Revised: ~~6/6/06~~/2018; 12/18/2025

~~Revised: February 19, 2004~~

~~COOK~~
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Cook

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 13

~~Definition:~~

WORK YEAR: 203 days

POSITION DESCRIPTION:

Under general supervision, ~~perform~~performs skilled, large quantity cooking in the preparation of main dishes and other foods in a school cafeteria; assists in maintaining food service facilities in a sanitary and orderly condition; and performs related duties as required.

~~Examples of Duties:~~

~~1. _____~~

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Cooks and prepares entrees, soups, vegetables, meats, and other ~~foods~~food.
- ~~2. _____~~ Cooks meat and other main dishes.
 - ~~3. _____~~ Bakes cakes, pies, cookies, and pastries.
 - Measures, weighs, and mixes ingredients.
 - Checks recipes and estimates quantities of food and supplies needed.
 - ~~4. _____~~ Modifies ingredients in recipes to produce a specified quantity of food.
 - ~~5. _____~~ Maintains accurate records of quantities used and ingredients needed in accordance with menus.
 - Increases or breaks down recipe elements to produce a specified quantity of food.
 - Cleans and stores cafeteria equipment and food supplies.
- ~~6. _____~~ Helps cashier and counts money.
 - ~~7. _____~~ Assists in the serving line.

- 8.—Assists and instructs helpers or new personnel in the methods and procedures of tasks assigned.
- 9.—Manages log sheets of the cooling process to ensure the proper cooling of food.
- Records the temperatures of freezers and refrigerators.
- Calibrates thermometers regularly to ensure accurate temperature readings to ensure they are functioning properly and maintains records.
- Performs ~~baking and general kitchen~~other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Desirable Certificates:

—Individuals

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:~~appropriate certification from the~~

- One (1) year of full-time paid experience in the cooking and serving of food in a cafeteria or restaurant

-OR-

- Two (2) years Food Services worker experience with the Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- California School Food Service Association ~~may be given preferential treatment in the competitive employment process for this classification.~~ Appropriate certification will include courses in orientation to school food service, sanitation and safety, and work improvement.certification

Minimum Qualifications:

Certificate Required:

- _____ Possession of a valid Food ~~Handler's~~ Handler's Certificate.
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- _____ Methods of planning, preparing, cooking and serving foods in large quantities; ~~kitchen~~
- Safety and sanitation practices and ~~safety~~ precautions; ~~operation~~ procedures
- Operation, cleaning and caring for utensils and equipment; ~~basic~~
- Basic math ~~and, including but not limited to volume measurement~~, weights, and measures.
- Basic office equipment and computer usage, including assigned computer hardware/software
- English usage, spelling, grammar, and punctuation
- National School Lunch Program (NSLP) requirements of school-aged children
- Equipment found in a commercial kitchen
- Quantify food preparation and handling
- Standard kitchen equipment, utensils and measurement instruments

Ability to:

- _____ ~~Skillfully prepare~~ Prepare and cook ~~meats and vegetables in~~ large quantities; ~~plan of food~~
- Plan and organize food preparation to meet fixed schedules; ~~operate~~
- Operate a variety of ~~appliances~~ commercial equipment used in cooking ~~foods in large quantities; add, cashier and make change quickly and accurately; understand and carry out oral and~~ of food
- Operate a variety of equipment, including a computer and assigned software
- Understand complex, multi-step written ~~directions~~; ~~work cooperatively and~~ oral instructions
- Establish and maintain cooperative and effective working relationships with ~~those contacted in the course of work~~ others

Experience:

- ~~One year of full time paid experience in the cooking and serving of food stuffs in a cafeteria or restaurant,~~
~~or~~
~~Two years at or equivalent to the level of Food Service Worker with the Fontana Unified School District.~~

Education:

- ~~Completion of the twelfth grade or equivalent~~Safely and properly operate a pallet jack
- Adhere to safety practices
- Communicate effectively both orally and in writing
- Follow, adjust, and extend recipes
- Maintain acceptable grooming and personal hygiene

Meet schedules.

Physical Demands and Working Conditions:

- ~~Lifting, carrying, pushing and/or pulling 50 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 25 pounds. Work requires standing on feet for prolonged periods.~~timelines
- ~~Prepare attractive and good manual dexterity. Employees are expected to work in hot~~nutritional meals
- ~~Prepare and cold temperature extremes. Employees~~maintain accurate records
- Utilize a variety of job-related equipment
- Work well both independently and as part of a team
- Utilize interpersonal skills with tact, patience & courtesy
- Work successfully in a diverse environment
- Make decisions based on sound judgment, honesty, and integrity

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may also be required made to enable individuals with disabilities to perform the essential functions.

- The job is performed in a kitchen environment
- Exposure to ~~have skin~~extreme hot or cold temperatures
- Skin contact with detergents, abrasives ~~and,~~ cleaning solvents and disinfectants.

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment more than 100 pounds
- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Some bending at the waist, stooping, kneeling, and/or crouching
- Reaching overhead, above the shoulders and horizontally
- Standing, walking, or sitting for extended periods of time

Hazards:

- Working around equipment with various temperature extremes
- Sharp objects
- Chemicals and odors

Original Board Approval: 11/1989

Revised: 2/19/2004; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: _____ Snack Bar Attendant

CATEGORY: _____ Classified Non-Exempt _____

REPORTS TO (BY TITLE): _____ Coordinator, Food Services

SALARY SCHEDULE, RANGE: _____ Classified, _____ Range 12

WORK YEAR: _____ 10 Months, 203 days

SUPERVISION: _____ N/A

POSITION DESCRIPTION:

Under general supervision, ~~operate~~operates and ~~maintain~~maintains a school snack bar. ~~Prepare~~Prepares and ~~serves~~serves a variety of fast food items. ~~Direct the;~~provides work ~~of~~guidance to assigned helpers.

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. • Order, prepare~~Orders, prepares and ~~set~~sets up a variety of foods.
- ~~2. • Stock freezer~~Stocks the freezers and ~~warmer~~warmers daily.
- ~~3. • Set up the~~ snack bar each morning by filling racks, ~~money trays,~~ sauce holders, napkin and cup racks, and beverage machines.
- ~~4. Empty refrigerator and freezer.~~
 - ~~• Act~~Empties the refrigerators and freezers.
- ~~5. • Acts~~ as a cashier for ~~the~~ snack bar.
- ~~6. • Maintain~~Maintains records of sales, receipts, supplies, and time worked by helpers.
- ~~7. • Supervise~~Provides guidance and ~~assist~~assists in cleaning and storing dishes, utensils, snack bar equipment and food supplies.
- ~~8. • Assist~~Assists with the ordering of supplies for the snack bar.
- ~~9. • Store~~Stores and ~~utilize~~utilizes leftovers.
- ~~10. • _____ Unlock~~Unlocks and ~~lock~~locks the snack bar.
- ~~11. • _____ Assist~~Assists with cleaning in the central kitchen.

- Perform~~Assist~~ the service line as needed.
- Performs other related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent~~effective functioning of the work unit

Job Requirements – Qualifications

12. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the ~~position~~knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience in food serving, preparation and/or cashiering

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Valid Food Handler's Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic methods of serving foods in large quantities
- ~~Basic~~Standard kitchen equipment, utensils and ~~equipment~~measurement instruments
- ~~Kitchen~~Safety and sanitation practices and ~~safety~~procedures
- Basic math, including but not limited to, weights and measurement
- Equipment found in a commercial kitchen
- Basic office equipment and computer usage, including assigned computer hardware/software
- Organization and department operations, services and policies
- Operation, cleaning and caring for utensils and equipment
- English usage, spelling, grammar, and punctuation

- National School Lunch Program (NSLP) requirements for school-aged children

Ability to:

- Work with and ~~instruct~~ provide guidance to students and other food service employees
- Organize and operate a snack bar without close supervision
- Operate equipment found in a kitchen and snack bar
- Inventory food and supplies
- ~~Maintain~~ Prepare and maintain a variety of accurate records and reports
- ~~Add, count money and make change quickly and accurately~~
- Understand and ~~carry out~~ follow oral and written ~~directions~~ instructions
- ~~Work cooperatively with those contacted in the course of work~~
- Establish and maintain cooperative and effective working relationships with others
- Maintain food service equipment and facilities in clean and sanitary condition

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations.~~
- ~~Digital dexterity to operate office~~ Maintain acceptable grooming and personal hygiene
- Communicate effectively both orally and ~~other~~ in writing
- Operate a variety of equipment-, including a computer and assigned software
- ~~Ability to read printed matter~~ Work well both independently and computer screens.
- ~~Ability to communicate so others will be able to clearly understand as part of a normal conversation. team~~
- ~~Ability to hear and understand speech.~~
- ~~Ability to bend, twist, stoop~~ Be detail-oriented, organized, and ~~reach~~ accurate.
- ~~Ability to stand for prolonged periods.~~
- ~~Ability to lift, push, pull and carry up to 100 pounds, occasionally.~~
- Ability to lift, push, pull Establish priorities, multi-task, and meet deadlines
- ~~Safely and carry up to 50 pounds, frequently.~~
- ~~Ability to~~ properly operate a pallet jack.
- Adhere to safety practices
- Utilize a variety of job-related equipment
- Work with interruptions
- Utilize interpersonal skills with tact, patience & courtesy

- Work successfully in a diverse environment
- Make decisions based on sound judgment, honesty, and integrity

WORKING CONDITIONS:

Environment:

~~Kitchen~~The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The job is performed in a kitchen environment
- Exposure to extreme hot and cold ~~temperature extremes~~ temperatures
- ~~Exposure to~~Skin contact with detergents, abrasives ~~and~~, cleaning solvents and disinfectants

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work at a desk and in meetings of various configurations

MINIMUM QUALIFICATIONS

Experience:

- ~~Possession of a valid Food Handler's Certificate~~
- ~~One year of experience in food serving, preparation and/or cashiering~~

Education:

- ~~Completion of high school or equivalent~~

NECESSARY MATERIALS

Materials:

- ~~Verified copy of high school diploma or equivalent~~
- ~~Valid Food Handler's Certificate~~

—Approved: 2

- Dexterity of hands and fingers to operate specialized equipment and tools
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, and/or crouching
- Reaching overhead, above the shoulders and horizontally
- Standing, walking, or sitting for extended periods of time
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds

Hazards:

- Working around equipment with various temperature extremes
- Sharp objects
- Chemicals and odors
- Exposure to burns

Original Board Approval: 02/19/2004

Revised: 202/21/2018; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: _____ Prep Cook

CATEGORY: _____ ~~Non-Exempt, Classified Contract~~ Non-Exempt

REPORTS TO (BY TITLE): _____ Coordinator, Food Services

SALARY ~~SCHEDULE~~, RANGE: _____ ~~Classified~~, Range 12

WORK YEAR: _____ ~~10 Months~~ 203 days

SUPERVISION: _____ N/A

POSITION DESCRIPTION:

Under general supervision, ~~ensure~~ensures food is consistently prepared per exact recipe specifications. ~~Responsible; responsible~~ for all aspects of ~~the~~ assigned station. ~~Complete; completes~~ all items on the daily preparation list in a timely manner. ~~Ensure; ensures~~ the Cook is continuously stocked with basic, critical items at production sites. ~~Clean, sanitize; cleans, sanitizes~~, and ~~maintain~~maintains equipment, utensils and tools.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Responsible to adhere~~Adheres to strict recipes in order to prepare, measure, mix, cook, reheat and garnish basic ~~hot~~heated and ~~cold~~refrigerated food items and ensure consistency in ~~the~~ preparation of recipes.
- ~~2. Wash, peel, slice, scoop, dice~~Cleans, peels, slices, scoops, dices, and ~~julienne~~juliennes vegetables and ~~fruit~~fruits.
- ~~3. Carve~~Carves and ~~slice meat~~slices meat, cheese, and ~~bread~~bread.
- ~~4. Responsible for~~Controls portion ~~control and~~sizes while arranging food on serving dishes as well as plate presentation.
- ~~5. Prepare~~Prepares food to ~~an~~ individual order or on a production line.
- ~~6. Cook, mix~~Cooks, mixes, and ~~season~~seasons ingredients, including but not limited to dressings, sauces, gravies, batters, fillings and spreads.

7. ~~Responsible for ensuring~~ Ensures food is cooked or reheated to proper food safety standards.
8. ~~Ensure~~ Ensures kitchen equipment is ~~in~~ clean and in proper working order and ~~follow~~ follows practices for proper sanitation procedures.
9. ~~Responsible to follow~~ Follows Hazard Analysis and Critical Control Points (HACCP) procedures to reduce the risk of safety hazards in food and sanitation and food safety to prevent food-borne illness.
10. ~~Use~~ Uses standard and advanced kitchen equipment and appliances, including but not limited to toasters, pasta cookers, mixers, vats, steam tables, ovens, steamers, stoves, meat slicers, and food processors.
11. ~~Assist~~ Assisting in cashiering ~~and count money~~.
12. ~~Assist~~ Assists in the serving line as needed.
13. ~~Perform~~ Performs baking and other general kitchen duties as assigned.
14. ~~Set~~ Sets up food, utensils and equipment for meals.
15. ~~Assist~~ Assists in inventory control and receiving orders.
16. ~~Attend~~ Attends a variety of meetings, workshops and conferences as required.
17. ~~Perform~~ Performs other related duties ~~consistent with~~ as assigned to ensure the scope efficient and intent effective functioning of the position work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience cooking, preparing and serving food in a cafeteria or restaurant

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance

- Verified copy of high school diploma or equivalency
- Verified copy of a valid Food Handler's Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods of planning, preparing, cooking, and serving foods in large quantities
- ~~Sanitation principals and safety precautions applicable to food service and kitchen maintenance~~
 - Operations~~Safety and sanitation practices and procedures~~
 - Operation, cleaning and caring for utensils and equipment
 - Basic math, including but not limited to volume measurement, weights, and measures ~~and money~~
 - English usage, spelling, grammar, and punctuation
 - Equipment found in a commercial kitchen
 - Quantify food preparation and handling
- ~~Basic English, reading and communication skills~~
- ~~Oral and written communication skills~~
- ~~Food handling practices and procedures and kitchen~~office equipment
 - ~~Operation of a~~ and computer ~~and usage, including~~ assigned computer hardware/software
 - National School Lunch Program (NSLP) requirements for school-aged children

Ability to:

- Skillfully plan and organize food preparation to meet schedules and timelines
- ~~Operate a variety of kitchen equipment used in cooking large quantities of food~~
 - Perform ~~as a cashier and make change~~ basic math quickly and accurately
 - Understand and carry out oral and written ~~directions~~ instructions
 - Establish and maintain cooperative and effective working relationships with others
 - Work quickly and positively in a fast-paced environment
 - ~~Work effectively within~~ Work well both independently and as part of a team
 - Be detail-oriented, organized and accurate
 - Maintain acceptable grooming and personal hygiene
 - Communicate effectively both orally and in writing
 - Operate a variety of equipment, including a computer and assigned software
- ~~Work independently with little or no direction~~

- Utilize interpersonal skills using tact, patience and courtesy

Safely

Physical Requirements:

- ~~Standing and walking for prolonged periods~~
- ~~Ability to bend, twist, stoop and reach~~
- ~~Ability to lift, push and carry up to 50 pounds~~
- ~~Ability to occasionally lift, push, pull and carry up to 100 pounds~~
- ~~Ability to use hands and arms for extended periods~~
 - Digital dexterity to properly operate common kitchen a pallet jack
 - Adhere to safety practices
 - Follow, adjust, and extend recipes
 - Prepare attractive and nutritional meals
 - Prepare and maintain accurate records
 - Set priorities; meet schedules and timelines
 - Utilize a variety of job-related equipment
 - Work successfully in a diverse environment
 - Make decisions based on sound judgment, honesty, and appliances integrity
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will be able to understand a normal conversation~~
- ~~Ability to understand speech at normal levels~~

Work Conditions:

Extreme

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The job is performed in a kitchen environment
- Exposure to extreme hot or cold temperatures
- Confined areas
- Skin contact with detergents, abrasives, chemicals and disinfectants

MINIMUM QUALIFICATIONS

Experience:

- ~~• One (1) year of experience cooking, preparing and serving food in a cafeteria or restaurant~~
- ~~• Possession of a valid Food Handler's Certificate~~

Education:

- ~~• Completion of high school or equivalent~~

NECESSARY MATERIALS

Materials:

- ~~• Verified copy of high school diploma or equivalent~~
 - ~~• Verified copy of a valid Food Handler's Certificate~~
- ~~• Constant interruptions~~

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Standing~~Approved: 8, walking, or sitting for extended periods of time
- ~~• Some bending at the waist, stooping, kneeling, and/or crouching~~
- ~~• Reaching overhead, above the shoulders and horizontally~~
- ~~• Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds~~
- ~~• Dexterity of hands and fingers to operate specialized equipment and tools~~
- ~~• Seeing to read and perform primary functions of classification and view computer screens~~
- ~~• Hearing and speaking to exchange information~~

Hazards:

- ~~• Working around equipment with various temperature extremes~~
- ~~• Sharp objects~~
- ~~• Chemicals and odors~~
- ~~• Exposure to burns~~

Original Board Approval: 08/14/2013

Revised: -02/12/2019; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Kitchen Assistant__

CATEGORY: Classified Non-Exempt__

REPORTS TO (BY TITLE): ~~Coordinator, Food Services~~

SALARY ~~SCHEDULE~~/RANGE: ~~Classified /~~ Range 11

WORK YEAR: 203 ~~Days~~ of days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under supervision, ~~prepare~~prepares and ~~serves~~serves food. ~~Maintain; maintains~~ food service facilities in a clean and sanitary condition.

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL ~~JOB~~ FUNCTIONS):

Duties may include, but are not limited to the following:

1. ~~Assist~~Assists in the planning, preparation and cooking of food.
2. ~~Set~~Sets up food, utensils and equipment for ~~lunches~~meals.
3. ~~Serve~~Serves a wide variety of meals to students, faculty and others.
 - Assists with the service line.
 - Assist with the collection/verification of monies received from the sale point of meal/sales transaction.
4. Cleans and ~~other food and take meal counts.~~
5. ~~Clean and store~~stores dishes, utensils, cafeteria equipment and food supplies.
6. ~~Clean~~Cleans work areas and ~~disposed~~disposes of refuse.
7. ~~Assist with wrapping, packing and loading of food.~~
8. ~~Assist~~Assists in inventory control and receiving orders, restocks food supplies and utensils.
9. ~~Supervise~~Monitors and provide work guidance to student helpers.
10. ~~Attend~~Attends a variety of meetings, workshops and conferences as required.
 - Perform-Calibrates food thermometers regularly to ensure accurate temperature readings.

- Assist with the wrapping, packing, and loading of food, including operating a pallet jack.
- Performs other related duties consistent with as assigned to ensure the scope efficient and intent effective functioning of the work unit.

Job Requirements – Qualifications

11. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the position knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Prior experience in high volume serving in a cafeteria or restaurant (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of Food Handler's Certificate
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Sanitation principals applicable to food service and kitchen maintenance~~
 - Safety and sanitation practices and procedures
 - Basic math, including but not limited to measurement, weights and money handling measurements
 - Basic methods of food preparation
- ~~Oral and written communication skills~~
 - Food safety handling practices and procedures and
 - Equipment found in a commercial kitchen
 - Standard kitchen equipment, utensils and measurement instruments

- ~~Operation of a~~ Basic office equipment and computer and usage,
including assigned computer hardware/software
- Organization and department operations, services and policies
- Operation, cleaning and caring for utensils and equipment
- English usage, spelling, grammar, and punctuation
- National School Lunch Program (NSLP) requirements for school-aged children

Ability to:

- ~~Add and make change correctly and quickly~~
 - Maintain acceptable grooming and personal hygiene
 - Prepare and cook simple food
- ~~Learn to operate a variety of kitchen equipment~~
 - Follow written ~~and~~ oral instructions, and recipes
 - Communicate effectively both orally and in writing
 - Establish ~~and~~ maintain cooperative ~~and~~ effective working relationships with others
 - Operate a variety of equipment, including a computer and assigned software
 - Work well both independently ~~with little or no direction~~ and as part of a team
 - Be detail-oriented, organized, and accurate.
 - Establish priorities, multi-task, and meet deadlines
 - Operate equipment found in a commercial kitchen
 - Safely and properly operate a pallet jack
 - Adhere to safety practices
 - Prepare attractive and nutritional meals
 - Prepare and maintain accurate records
 - Utilize interpersonal skills using with tact, patience ~~and~~ courtesy
 - Work successfully in a diverse environment
 - Make decisions based on sound judgment, honesty, and integrity

WORKING CONDITIONS:

Physical Requirements:

- ~~Standing for prolonged periods~~
- ~~Digital dexterity to operate equipment~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to occasionally lift, push, pull and carry up to 100 pounds~~
- ~~Ability to frequently lift, push, pull and carry up to 50 pounds~~

Work Environment:

~~Extreme~~The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with interruptions
- The job is performed in a kitchen environment
- Exposure to extreme hot or cold temperatures
- Skin contact with detergents, abrasives ~~and,~~ cleaning solvents, and disinfectants

MINIMUM QUALIFICATIONS

Experience:

- ~~Possession of a valid Food Handler's Certificate~~

Education:

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Standing~~Completion of high school or equivalent

NECESSARY MATERIALS

Materials:

- ~~Possession of a valid Food Handler's Certificate~~
- ~~Verified copy of high school diploma or equivalent~~

Approved:

- , walking, or sitting for extended periods of time
- Dexterity of hands and fingers to operate specialized equipment and tools
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, and/or crouching
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds

Hazards:

- Working around equipment with various temperature extremes
- Sharp objects
- Chemicals and odors
- Exposure to burns

Original Board Approval:

Revised: 202/19/2004; 10/24/2018; 12/18/2025