



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT OPERATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8829
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Provides assistance in food preparation, storage, delivery and staging of food and supplies and site maintenance in the Nutrition Services functions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates assigned vehicles in relation to Nutrition Services functions

Performs services related to assembling food and supplies

Delivers food and supplies to sites in a timely manner

Provides set-up of service at sites, as required

Assumes responsibility for event/feeding site follow through including maintenance of function site and return of items to Nutrition Services

Assists in all parts of Nutrition Services operations including: receiving of stock, storage, inventory, delivery and maintenance of service equipment

Maintains standards of sanitation in preparation, transport, and service of food

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High school diploma or G.E.D

Valid commercial driver's license with passenger certification

Previous successful experience in food service related function

Must be available to accept flexible scheduling including evenings and weekends

Department of Health Certification and Kentucky Department of Education/Nutrition Services Certification

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of Board policies

Knowledge off school and District office locations

Experience in a diverse workplace

