



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

JOB TITLE:	ASSISTANT OPERATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	260 DAYS
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
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- 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

