

Job Description

Position Title: Satellite Manager
Department: Nutrition Services
Reports To: Director of Nutrition Services
Calendar: 180 Day
Position: Classified Hourly

SUMMARY

Responsible for preparing, portioning and serving all meals to students in assigned school in a safe, efficient and pleasant manner. Responsible for proper record keeping of those meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis
- Directs and participates in food preparation not provided by the prep kitchen daily
- Forecasts, orders dairy, bread, frozen and grocery foods, and menu items from prep kitchen
- Records number of servings used and reports over production daily
- Orders and receives all food and supplies not supplied by the prep kitchen daily.
- Serves food portions accurately daily
- Maintains accurate production records conforming to federal/department guidelines daily
- Ensures that all equipment is properly cleaned and maintained daily
- Monitors employees adherence to cleanliness and sanitation practices
- Maintains inventory of all food and supplies in kitchen daily
- Operates and maintains the integrity of computer system used for recording meal counts daily
- Records employee absences and notifies prep kitchen manager daily
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

- This position oversees the work of other nutrition service employees within an assigned school of less than 400 students.

QUALIFICATION REQUIREMENTS

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/or EXPERIENCE

- Required: High school diploma or General Education Degree (GED)
- Preferred: Previous experience with quantity food preparation and service
- Preferred: Computer experience

LANGUAGE SKILLS

Demonstrated ability to read and comprehend simple instructions, short correspondence and memos. Able to effectively write simple correspondence. Able to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS

Demonstrated ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Able to compute rate, ratio and percent.

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REASONING ABILITY

Demonstrated ability to apply common sense understanding to carry out detailed written or oral instructions. Able to deal effectively with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES

Demonstrated ability to pass an entry-level aptitude test. Ability to work in a friendly manner with co-workers and students. Able to perform the job and communicate in a noisy environment. Able to establish and maintain effective working relationships with students, staff and the community. Demonstrated ability to perform duties with awareness of all District requirements and Board of Education policies.

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.

While performing the duties of this job the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms 0-24 inches and occasionally up to 36 inches and repeat the same hand/arm/finger motion many times as in operating a computer. The employee must occasionally lift and/or move up to 50 pounds and occasionally up to 75 pounds 0-12 feet and occasionally up to 20 feet, such as milk crates, frozen foods, canned food, etc. Specific vision abilities required for this job include close vision, distance vision, depth perception, peripheral vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described 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.

While performing the duties of this job, the employee frequently works in high room temperatures and will occasionally walk on slippery surfaces. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as cuts or burns while performing the duties of this job that are in the kitchen sites.

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.