

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION SERVICES SATELLITE LEAD

BASIC FUNCTION:

Under the direction of the Director-Child Nutrition Services, oversee and participate in the operation of the satellite kitchen at an assigned District site; prepare and serve hot and cold food items; maintain satellite kitchen facilities and equipment in a clean and sanitary condition; perform cashiering duties; train and provide work direction and guidance to assigned staff. Maintain compliance with Hazard Analysis Critical Control Point (HACCP) guidelines.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in the operation of the satellite kitchen at an assigned District site; determine appropriate quantities of food items to meet student needs; ensure related food service activities comply with established safety and sanitation requirements.

Prepare and pack meals for transportation; serve hot and cold food items; observe quality and quantity of food served according to established procedures; ensure proper temperature of foods; heat, arrange and distribute food items according to established procedures and portion control standards.

Oversee and participate in maintaining satellite kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, food containers and food service equipment; wash pots, pans, plates, utensils and other serving equipment as assigned.

Train and provide work direction and guidance to assigned staff; assign staff duties and review work for accuracy and completeness; provide input concerning employee evaluations as requested.

Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments, food items and paper goods; order, pick up, receive, store and rotate food items and supplies as directed; stock bins with food supplies; conduct daily inventories as directed.

Perform cashiering duties; count money and make correct change; prepare, balance and verify cash drawers; review and verify receipts; prepare bank deposits as directed.

Operate standard food service equipment such as ovens, warmers and food service machines.

Communicate with students and staff to exchange information and resolve issues or concerns.

Maintain a variety of records related to food items, inventory, sales and assigned activities; prepare routine food service reports.

OTHER DUTIES:

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Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantity food preparation including assembling and heating food items and ingredients.
Sanitation and safety practices related to preparing, handling and serving food.
Methods, equipment and techniques used in large-quantity food assembly.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of training and providing work direction.
Health and safety regulations.
Inventory practices and procedures.
Portion control techniques.
Storage and rotation of perishable food.
Mathematic calculations and cashiering skills.
Proper lifting techniques.
Record-keeping techniques.

ABILITY TO:

Oversee and participate in the operation of the satellite kitchen at an assigned school site.
Prepare and serve hot and cold food items.
Maintain satellite facilities and equipment in a clean and sanitary condition.
Perform cashiering duties and make change accurately.
Train and provide work direction and guidance to assigned staff and student assistants.
Determine appropriate quantities of food items to meet student needs.
Operate standard kitchen equipment safely and efficiently.
Follow and ensure compliance with health and sanitation requirements.
Store and rotate food supplies in storage areas according to established procedures.
Conduct daily inventories and order appropriate amounts of food items and supplies.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or its equivalent and two years increasingly responsible experience in the preparation and serving of food in large quantities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid and appropriate ServSafe food service certificate(s).

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.
Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Dexterity of hands and fingers to operate food service equipment.
Reaching overhead, above shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Ability to see to monitor food quality and quantity.

HAZARDS:

Heat from ovens.
Exposure to steam, very hot foods, equipment, and metal objects.
Working around knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

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