



Satellite Kitchen Operator I

Department/Division:	Food Services
Reports To:	Director of Food Services
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	January 28, 2014
Date Approved by Personnel Commission:	February 4, 2014
Date Adopted by Board:	March 19, 2014
Salary Range:	Range 8

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Food Services and an assigned supervisor, to fully operate an elementary satellite kitchen and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Satellite Kitchen Operator I classification is the lead worker assigned to the elementary school kitchen and is responsible for overseeing the daily operation of the assigned site kitchen and all functions therein. The Satellite Kitchen Operator I may begin or work in the central kitchen and moves to the assigned satellite elementary school kitchen. In addition to demonstrating the competencies and abilities required of the position, the Satellite Kitchen Operator I must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Supervises and/or participates in the serving of a variety of foods in quantity.
- Prepares food for satellite kitchen.
- Set-up, count and stock food service items; check expiration dates and discard containers as needed; package food for distribution to satellite elementary kitchen site.
- Drive to satellite kitchens to serve food.
- Provide daily work direction to assigned staff.
- Set up serving lines and cashier stations.

- Perform cashiering duties; prepare and be responsible for money drawer; accept money for food and beverages sold; maintain records of meals and beverages served and monies collected using an electronic point of sale system; distribute and collect money bags; count food service monies; deliver monies to central kitchen.
- Clean and sanitize serving counters, carts, ovens, freezers, refrigerators, dishes, utensils and other food service equipment by hand using hot water.
- Check hot and cold carts for temperature and completeness of order.
- Transport milk, a la carte items, juice, food from refrigerator and carts.
- Monitor and record food temperatures and equipment temperatures according to established procedures.
- Organize and prepare food and beverages for sale, open cans, select proper equipment for serving, decide quantity of food to heat, timing of each operation.
- Remove hot/cold food items from cart, put food in pans, verify count, put in oven to heat, verify temperature, remove from oven and return to cart.
- Sell a la carte food items, return and replenish hot food to warmers between serving periods, count all items to be returned to central kitchen.
- Lift and load dirty pans to cart, unplug hot carts and set carts out for return to central kitchen.
- Inventory milk, dairy products, other menu items and prepare order; call in orders to vendors.
- Complete food production sheets accurately on a daily basis.
- Verify timesheets and invoices and relay to supervisor and or Food Service Office.
- Communicate with Director of Food Services or assigned supervisor regarding supplies and problems.
- Perform the full range of duties of the Food Service Assistant I and II classes.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and materials used in the preparation, serving and transporting of food.
- Standard safety practices and procedures related to the preparation and serving of food.
- Sanitation practices related to the handling and serving of food.
- Standard kitchen equipment, utensils and measurements (weights and measures).
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Advanced math and cashiering skills.
- Basic principles and practices of monitoring and training.
- Speak English at a conversational level.

Ability to:

- Requires the ability to perform all essential duties of the position.
- Work independently with little direction.
- Prepare and serve food in large quantities.
- Use commercial kitchen equipment safely.
- Assign and monitor the work of assigned staff.
- Plan and organize work to meet schedules and timelines; maintain accurate records.
- Follow health and sanitation requirements.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain food service equipment and areas in clean and sanitary condition.
- Understand and follow oral and written directions in English.
- Operate a cash register or point of sale computer; make change accurately; operate a Tellermate money counting machine.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Minimum of two (2) year's experience in preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school environment.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

A valid California Driver's license and proof of insurance.

Personal vehicle to move to and from other work locations as assigned and as needed.

Current ServSafe Certificate or equivalent (California Retail Food Code) or show proof of said certificate within thirty (30) days of employment.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch. The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use

advanced mathematical skills and mathematical reasoning. The employee must be able to work independently and supervise others. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

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

Employees regularly work in an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are regularly subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; working around knives, slicers or other sharp objects; exposure to harsh chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.