

9.12.04 **FOOD SERVICE SATELLITE MANAGER – LEVEL D**

Reports To: Central Cooking Manager

Dept/Campus: Assigned Campus

Wage/Hour Status: Nonexempt

Length of Contract: 178

PRIMARY PURPOSE:

Supervise all cafeteria associates in all areas of food preparation to ensure that customers receive a meal that meets all guidelines in a friendly and safe cafeteria setting; responsible for the supervision, training, and management of the campus food service operation.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED preferred

Must have completed or be in process of completing Arkansas Department of Education Child Nutrition Section Manager’s Certification.

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation
Proven leadership ability to supervise, coordinate, and produce all work within allotted time schedules

Proven ability to effectively communicate and get along with employees, students, and staff

Patient and calm demeanor with students and others

Ability to manage personnel

Experience:

General knowledge of Basic Accounting and Reporting Procedures in order to prepare food order, keep daily records of lunch counts and income, food production records, count money and prepare bank deposits, prepare time cards

Three years experience in institutional food service operations

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.

JOB DESCRIPTION

Food Service Satellite Manager - Level D

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2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Supervise any food preparation that is done in the satellite kitchen. Ensure that the food delivered from the central kitchen is served properly.
5. Work schedule among employees; train and instruct new employees.
6. Supervise the daily activities associated with preparation and serving of all meals following planned menus, making sure adequate quantity is prepared to meet USDA guidelines in regard to portion serving size, and that the finished product is of best quality, both in flavor and appearance.
7. Order on a weekly basis all necessary supplies.
8. Check, verify, and receive all deliveries.
9. Prepare records and inventories required.
10. Supervise the proper method of cashiering all meals served, maintaining required record and income sheets, and being responsible for the proper handling of all reports and time cards.
11. Supervise the overall safety and sanitation program in assigned kitchen following the county, state, and federal health department regulations.
12. Supervise kitchen personnel in the safe, proper, and efficient use of all kitchen equipment; attend in-service workshops to keep abreast of new techniques and operations.
13. Work and plan on increasing student participation in meals and meal planning.
14. Present for students a positive role model that supports the school climate and mission of the school district.
15. Effectively communicate with colleagues, students, and parents.
16. Demonstrate behavior that is professional, ethical, and responsible.
17. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise assistant cafeteria managers, cooks, and production assistants

EQUIPMENT USED:

Convection ovens, steam kettles, deep fryers, large mixers, mechanical slicers, cooking utensils, and other kitchen equipment

WORKING CONDITIONS:

Mental Demands:

Ability to maintain emotional control under stress

Physical Demands:

Stand and walk short distances most of working day; stoop, reach for, and lift food supplies and equipment; must pass health department examination; moderate exposure to extreme hot and/or cold temperatures; exposure to chemicals used in cleaning, sanitizing and pest control; required wearing of back support belt while on duty; hazards include cuts from utensils, burns from hot foods and equipment as well as falls due to wet floors; ability to lift 50 lbs.

Date Adopted: August 2, 2007

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date