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**RE:**  
Claim No.:  
D.O.I.:

## **Cafeteria Satellite Manager** (USUAL & CUSTOMARY)

Employer: Chico Unified School District  
Address: 1163 East Seventh Street  
City: Chico, CA 95928  
Phone: (530) 891-3000  
Contact Person: David Koll, Director Human Resources

### **GENERAL COMMENTS**

The on-site job analysis was conducted at the site of John McManus Elementary School, located at 988 East Avenue, Chico, CA. on December 6, 2011, as arranged through the Food Services Director. Participating in the job analysis were Esther "Lynn" Lotze; Karen Haselto, Food Service Field Supervisor (Elementary); and Vince Enserro, Food Services Director.

A Cafeteria Satellite Manager at this school site is assisted by a Cafeteria Assistance for a 4 hour block for food service to pupils. A breakfast is served between 7:30 a.m. and 8:10 a.m. for approximately 160 pupils. Lunch is served between 11 a.m. and 1 p.m. with several service times. McManus serves an average of 430 student lunches. In addition, food is prepared for the After-School Program, and set up on carts for service by other employees.

Regular work hours are Monday through Friday 6 a.m. to 2:30 p.m. Breaks are self-scheduled. A 30 minute lunch break is generally taken between 10 a.m. and 10:30 a.m.

### **GENERAL JOB DESCRIPTION**

Under the direction of the Elementary Coordinator, and/or Nutrition Services Director, the Cafeteria Satellite Manager leads, oversees, and participates in the more difficult work of staff responsible for providing food service, cashiering, and kitchen maintenance services relative to a satellite kitchen operation; and performs a variety of technical tasks relative to assigned areas of responsibility. The Cafeteria Satellite Manager oversees and directs the activities of the Cafeteria Assistant.

GENEX Services, Inc., 3237 Peace Keeper Way, Suite 207, McClellan, CA 95652  
Phone: (916) -922-3512 Fax: (877) -211-6860 [www.genexservices.com](http://www.genexservices.com)

## **DESCRIPTION OF TASKS - Essential Duties/Tasks**

1. Lead, plan, direct and participate in the work of staff responsible for providing food service, cashiering and kitchen maintenance services relating to satellite kitchen operations.
2. Plan, direct and participate in the serving of food, receiving and accounting for money and tickets and cleaning and sanitizing the kitchen, including utensils, dishes, trays, counters, equipment and appliances.
3. Supervise the use and operation of food service and kitchen utensils, equipment and appliances.
4. Train assigned employees, including in the areas of work methods, techniques and the use and operation of equipment.
5. Ensure the adherence with applicable work methods and safe work practices; maintain cleanliness of work area and tools; ensure proper storage of food and supplies in adherence with District or other guidelines.
6. Order food and supplies to meet menu requirements; arrange for proper storage of food and supplies; complete inventories as required.
7. Respond to student and school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
8. Assume responsibility for opening and closing procedures involved in kitchen operations.
9. Participate in planning the menu for breakfast, lunch, and After-School Program.
10. Maintain a variety of records and prepare necessary reports; such as, daily count, food production, weekly or monthly food orders.
11. Perform the full range of duties in the assigned area of work.
12. Collect money and maintain records of money counts for cafeteria meals and milk.
13. Warm delivered food; prepare food for serving.
14. Set up serving lines; participate in serving foods; maintain standards of efficiency and sanitation in food preparation.
15. Assist in preparing entrees, vegetables and fruit.

**Other Duties:** Performs related other duties and responsibilities as necessary or assigned.

### **Required Knowledge, Skill/Ability**

**Knowledge of:** Operations, services and activities of a school food service program; principles of lead supervision and training; procedures, methods and techniques of cooking, preparing and serving food and maintaining a clean and sanitary kitchen and food service area; principles, practices and procedures of proper sanitation and cleaning applicable to food serving and kitchen maintenance; pertinent Federal, State and local laws, codes and regulations; use, care and operational characteristics of modern institutional kitchen utensils, appliances and equipment; occupational hazards and standard safety practices necessary in food preparation and service; basic principles, methods and techniques of inventory maintenance; procedures and methods of food and supply ordering; basic mathematical principles; use and operation of weighing and measuring devices; proper food handling and storage practices and procedures; principles and procedures of record keeping and reporting.

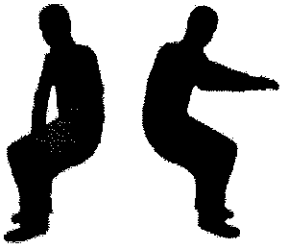
**Skill/Ability to:** Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner; supervise, organize and direct the work of food service personnel; supervise and train staff; perform the full range of food preparation and serving duties; establish and adhere to an efficient schedule in the preparation and serving of food; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions; apply and maintain high standards of sanitation and personal hygiene; handle money and make change; perform mathematical computations quickly and accurately; prepare and maintain accurate and complete records; prepare clear and concise reports; respond to requests and inquiries from students and school staff; communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; possess and maintain Serv-Safe certification; work in a public school campus with minor children

### **PHYSICAL DEMAND DEFINITIONS (times listed are for an 8 hour shift)**

Never/Not Required:	Not Present/or occurs only at discretion as indicated.	
Rarely/Seldom:	1% or less per day	(5 minutes or less per day)
Infrequently:	2% to 5% of the day	(6 to 30 minutes per day)
Occasionally:	6% to 33% of the day	(.5 to 2.5 hours per day)
Frequently:	34% to 66% of the day	(2.5 to 5.25 hours per day)
Constantly/Continuous:	67% to 100% of the day	(5.25 to 8 hours per day)
Intermittent:	Stopping/Starting at intervals-periodic	

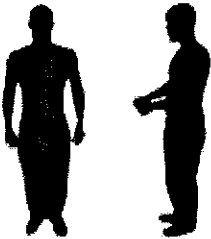
## PHYSICAL DEMANDS

### 1) **Sitting** (Remaining in a seated position): Include driving/vehicle type:



**Occasionally to Frequently (this site).** Sitting occurs on a stool for collection of monies or meal tickets from pupils during service times. This occurs 3 to 5 times for duration of 15 to 30 minutes depending on volume of pupils. Sitting generally occurs during Breakfast, and several Lunch services. In addition, sitting occurs near the end of the work day to perform daily recordkeeping tasks, preparation of deposits, etc. For most activities performed while seated, standing is at the discretion of the Cafeteria Satellite Manager. At other site locations, sitting may be for a shorter duration or with less frequency.

### 2) **Standing** (Remaining on one's feet in an upright position at a workstation without moving about):



**Occasionally to Frequently.** Standing is intermittent with walking, and/or stepping from side to side or within a short range while preparing or assembling food items, placing or removing sheets of prepared food on carts or in oven, or to speak with school staff, take inventory, or to participate in serving of food items, cleaning surfaces, etc. Standing in place is for short durations of up to 2 to 3 minutes, and at times for 5 to 10 minutes or longer. Standing occurs on level interior flooring, or on rubber mat areas.

### 3) **Walking** (Moving about on foot):



**Occasionally to Frequently.** Walking short distances within the kitchen areas occurs routinely involving distances of 2 to 6 feet, and from kitchen to cafeteria food serve area up to 50 or 60 feet. The Cafeteria Satellite Manager will walk to and from the Administration Office, as necessary, but one or two times daily. Depending on the school site of assignment, walking distances will increase from 100 feet up to 200 yards to access various areas of the campus or facilities.

### 4) **Bending** (Bending at the waist with straight knees):

#### A) Light – 20 degrees



**Up to Constantly.** Slight bending up to 20 degrees occurs routinely to prepare food, remove or place trays or food items in storage, oven, or on service areas; to load/unload dishwasher, clean surfaces, and occurs to assist pupils, or exchange money or tickets. Overall, light bending occurs intermittently for short durations.

B) **Moderate** – 45 degrees



**Occasionally.** Moderate bending occurs to pull food from warmer, salad bar, or milk from a cooler. Bending occurs to access areas under counters where pots, pans, etc. are maintained, and to access areas of refrigerator or freezer units.

C) **Full bend** – 90 degrees



**Occasionally.** Full bending occurs to access lowest shelves for food, supplies, pots/pans, etc. and in cold storage units. Overall, full bending is for 30 to 45 minutes during the day and intermittent.

5) **Squatting/Crouching** (Bending the body downward and forward by bending legs and spine at the waist):



**Infrequently.** Crouching or squatting occurs when food supplies arrive the site, and crouching to lower body in safe lifting posture occurs to access and move to cart, or carry a short distance. Crouching similarly occurs for storage of items at floor or a lower shelf area. Duration is generally brief, but may be repeated intermittently.

6) **Kneeling** (Bending legs at knees to come to rest on knee or knees):



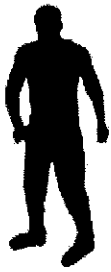
**Not Required to perform any specific job function**, however, kneeling may occur at the discretion of the employee up to **Infrequently**.

7) **Crawling** (Moving about on hands and knees):



**Not Required to perform any specific job function.**

## 8) Twisting:



**Upper Torso - Up to Frequently, 0 to 30 degrees.** Left or right upper torso twisting occurs to access utensils, or food items during preparation, or set up of trays, etc., as food is prepared in the most efficient manner possible, at a counter or other area. Similarly, cleaning surfaces, or equipment used involves slight twisting of the upper torso for access and efficiency.

**Lower Body - Occasionally, and intermittently.** Lower body pivoting occurs to transfer food items (containers, etc.) from a refrigerator or freezer to/from a cart. In addition, some pivoting occurs to transfer sheets or pans of food from counter to cart, or in warming units. Lower body twisting is as a fluid motion.

## 9) Neck Positions:

### a.) Flexion (forward bend, or chin to chest / 0 –80 degrees)



**Frequently to Constantly, 0 to 50 degrees.** The Cafeteria Satellite Manager is glancing or looking downward as brief glances or prolonged periods of 15 to 20 minutes throughout the work day. Viewing surfaces, equipment, food, and to set up or prepare food items involves looking downward. In addition, pupils at elementary schools are generally at or lower than seated eye level, and greeting and exchanging payment, counting money, and preparing reports, inventories, accessing and putting away equipment, utensils and other items used daily in the course of meal services involve looking downward to some degree.

### b.) Extension (looking up at ceiling / 0 –70 degrees)



**Infrequently.** Glancing upward to access upper storage levels, generally 0 to 50 degrees, occurs to obtain, put away, or count/inventory items.

### c.) Right/Left Rotation (look over right/left shoulder / 0 –45 degrees)



**Frequently to Constantly, 0 to 45 degrees.** The Cafeteria Satellite Manager continually scans immediate work areas rotating left or right. Often right/left rotation occurs in conjunction with lateral flexion, especially when assisting pupils during cashiering duties.

d.) **Right/Left Lateral Flexion** (ear to shoulder / 0 –50 degrees)



**Rarely, 0 to 45 degrees.** Right or left flexion occurs as necessary to view around an obstacle; such as items on storage shelf, or while cleaning surfaces or equipment.

10) **Balancing** (Maintaining body equilibrium to prevent falling):



**Rarely to Infrequently.** On occasions floors are wet, or surfaces damp or frigid in kitchen areas. Also, exterior surfaces can be wet or icy prior to the arrival of pupils and preparation by maintenance staff. The Cafeteria Satellite Manager will access areas that are slippery in these cases until remedied, or will take precautions necessary.

11) **Climbing** (ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs or hands and arms):

a.) **Stairs and Ramps**



**Rarely.** Generally, the Cafeteria Satellite Manager does not access campus areas when ramps or stairways exist (some campus locations). However, on occasion access to an upper shelf requires use of a 1-step stool, which is used at the discretion of the Cafeteria Satellite Manager. .

12) **Lifting** (Raising or lowering an object from one level to another – includes upward pulling):



**0 – 10 lbs:** **Frequently.** Lifting utensils, sheet pans, pots, various food items, serving trays/pans, documents, money, and miscellaneous supplies. **Range: floor to overhead.**

**11-20 lbs:** **Occasionally.** Sheet pan containing food items, box or containers of food products, supplies, etc. **Range: Waist to overhead (approximately 68 inches).**

**21-35 lbs:** **Infrequently.** Box of food (i.e., 6-5 lb. packages of chicken), pot of mashed potatoes or rice. **Range: Knee/mid-thigh to waist.**

**36- 50 lbs.:** **Infrequently.** 40 lb. box of produce/fruit, or frozen meat. **Range: Floor to waist.**

13) **Carrying** (Transporting an object, usually holding it in the hands or arms or on the shoulder):

Items carried are indicated under Lifting section.



**0 - 10 lbs: Occasionally to Frequently. Distance: Any distance walked.**

**11 - 20 lbs.: Infrequently. Distance: Several feet 2 feet to 6 feet.**

**21 - 35 lbs.: Infrequently. Distance: Up to 15 feet.**

**36 - 50 lbs.: Infrequently. Distance: Up to 10 feet.**

14) **Pulling** (Exerting force upon an object so that the object moves toward the force – also includes jerking):



**Occasionally, force 0 to 10 pounds.** Example: Pulling cases/pans from shelf, pans from oven.

**Infrequently, force 11 to 20 pounds.** Example: Cases on rolled cart.

15) **Pushing** (Exerting force upon an object so that the object moves away from the force – includes slapping, striking, kicking and treadling):

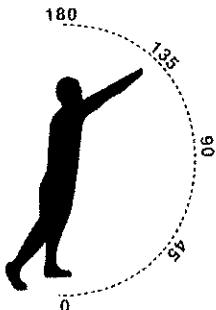


**Occasionally, force 0 to 10 pounds.** Example: Rolled cart (empty or with lighter objects); sliding case of food/pans on shelf or oven.

**Infrequently, force 11 to 30 pounds.** Example: Heavier cases of product on rolled cart.

#### 16) **Reaching/Shoulder Positions:**

a.) **Flexion** (forward reach / 0 –180 degrees)



Forward reaching occurs throughout the work shift to perform various essential functions

**135 to 180 Degrees - Infrequently**

**90 to 135 Degrees - Occasionally**

**45 to 90 Degrees- Frequently**

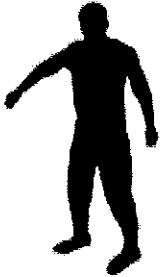
**0 to 45 Degrees - Occasionally**

b.) **Abduction** (side reach / 0 –180 degrees):



**Not Required to perform any specific job function.**

c.) **Horizontal Abduction** (reach away from chest / 0 –90 degrees):



**Occasionally, unilaterally left or right, or bilaterally in conjunction with horizontal adduction as a fluid motion, generally 0 to 45 degrees.** Reaching away from body occurs to set up trays, access miscellaneous items, perform cashiering duties, and similar tasks.

d.) **Horizontal Adduction** (reach across chest / 0 –45 degrees):



**Occasionally, unilaterally left or right, or bilaterally in conjunction with horizontal abduction as a fluid motion, generally 0 to 45 degrees.** Reaching across body occurs to set up trays, access miscellaneous items, perform cashiering duties, and similar tasks.

17) **Handling** Bilateral/Unilateral (Seizing, holding, grasping, turning, or otherwise working with hand or hands):

**Frequently.** Whole hand unilateral and bilateral actions occur routinely and on occasions as a repetitive action to stir, grasp items, and involves weight bearing. Hand actions involve three-point, tip pinch, cylindrical, lateral, power; wrist deviation, extension, flexion, rotation, pronation or supination

18) **Fingering** Bilateral/Unilateral:

**Occasionally.** Picking, pinching or otherwise working primarily with fingers occurs routinely, and involves inputting using a touch screen. Fingering actions occur to separate packaging, individually hand food items, count money, and similar job functions.

**19) Talking/Hearing:**

**Normal conversational speech, and the ability to hear within normal range, or corrected to normal range is required to perform all job functions. This involves the ability to hear with loud background noise in cafeteria setting, and buzzers or other sounds in kitchen environment.**

**20) Tasting/Smelling:**

**The ability to taste food prepared is required to ensure freshness or correct preparation and quality of food service items.**

**The ability to smell sufficiently to identify burning, or unusual odors in kitchen areas.**

**21) Vision (Near acuity, far acuity, depth perception, accommodation, color vision, field of vision):**

**Normal, near normal, or corrected to- vision is required to perform all essential job functions, and involves near acuity, far acuity, depth perception, accommodation, and color identification.**

**22) Eye/Hand/Foot Coordination:**

**Not Required to perform any specific job function as no hand/foot controls are utilized; however, the ability transfer items and pivot or step with dexterity and accuracy is required due to nature of food preparation tasks, and general safety in the kitchen environment.**

**ENVIRONMENTAL FACTORS- Exposure to:**

- ☐ Weather - 100 % inside
- ☒ **Extreme Cold - Refrigerator @ 40 degrees - Freezer @ 0 Degrees**
- ☒ **Extreme Heat - Hot ovens**
- ☒ **Wet and/or Humid - wet or damp surfaces, floors**
- ☒ **Noise intensity level- Low to Moderate**
- ☐ Vibration
- ☒ **Atmospheric Conditions - Steam, cooking odors**
- ☐ Electrical Shock
- ☐ Work in High Exposed Places
- ☐ Toxic or Caustic Chemicals/Biohazards: \* Disinfectants, antibacterial soaps.
- ☐ Proximity to Moving Mechanical Parts
- ☒ **Other - Possible Exposure to air-borne pathogens typical of elementary school environment.**