

**CHICO UNIFIED SCHOOL DISTRICT  
CAFETERIA SATELLITE MANAGER**

**DEFINITION**

Under direction of the Director-Nutrition Services, to lead, oversee and participate in the more complex and difficult work of staff responsible for providing food service, cashiering and kitchen maintenance services relative to satellite kitchen operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION EXERCISED** - Exercises technical and functional supervision over food service staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- 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.
- Plan, direct and participate in the serving of food, receiving and accounting for money, and cleaning and sanitizing the kitchen, including utensils, dishes, trays, counters, equipment and appliances.
- Supervise the use and operation of food service and kitchen utensils, equipment and appliances.
- Train assigned employees, in the areas of work methods, techniques and the use and operation of equipment.
- Ensure the adherence with applicable work methods and safe work practices; maintain cleanliness of work area and tools.
- Attend meetings and trainings.
- Order food and supplies to meet menu requirements; arrange for proper storage of food and supplies; complete inventories.
- 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.
- Assume responsibility for opening and closing procedures involved in kitchen operations.
- Participate in planning meal menus.
- Maintain a variety of records and prepare necessary reports.
- Manage and operate within a budget.
- Perform the full range of duties in the assigned area of work.
- Collect and account for money collected and maintain records of items sold utilizing a Point of Sale system.
- Read and successfully execute recipes.
- Set up serving lines; participate in serving foods; maintain standards of efficiency and sanitation in food preparation.
- Direct and assist in preparing entrees, vegetables and fruit alternate.
- Ensure compliance by following Local, State, and Federal regulations.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**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 to:**

- Read and execute standardized recipes from scratch and quick scratch as appropriate for this level of classification;
- Operate a variety of modern institutional kitchen tools, appliances and equipment in a safe and effective manner;
- Perform the full range of food preparation and serving duties;
- Accept payments and accurately make change;
- Perform mathematical computations quickly and accurately;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Communicate professionally and effectively both verbally and electronically.

**Ability to:**

- Supervise, organize and direct the work of food service personnel;
- Supervise and train staff;
- 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;
- 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;
- Complete required Local, State, and Federal training/certification programs;
- Efficiently manage work time;
- Learn principles and practices of First Aid and CPR.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Two (2) years of institutional food preparation and kitchen maintenance experience.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Specialized training or course work in food preparation, basic child nutrition or a related field is desirable.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate Requirement:**

- Ability to obtain and maintain certification for ServSafe by the end of the 5<sup>th</sup> month of employment.
- Ability to obtain and maintain certification in First Aid and CPR by the end of the 5<sup>th</sup> month of employment.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the Job Analysis.