

SATELLITE FOOD SERVICE MANAGER

DEFINITION

Supervises and participates in and is responsible for the operation of a school kitchen that serves meals prepared by a District food processing plant.

TYPICAL DUTIES

- Monitors production reports to determine future ordering, storage, sales, and student participation for cost effectiveness and efficiency.
- Orders food and supplies, including prepackaged meals, and assures proper storage and use.
- Checks food and supply orders against requisitions or invoices, notifies food origination site of quantity or quality problems, and supervises and participates in the proper storage of meals and materials.
- Supervises kitchen personnel by assigning and directing work, evaluating work performance, counseling, recommending disciplinary action, following proper time recording and reporting procedures, and participating in on-the-job training of food service personnel and student helpers.
- Supervises and participates in heating meals to the proper serving temperature, keeping the cold portion of meals at the proper temperature, setting up serving areas, distributing food, and collecting money or tickets.
- Maintains prescribed food quality, sanitation, and safety standards.
- Follows approved price and portion schedules.
- Assures that meals meet federal, State and District meal requirements.
- Supervises and participates in the processing of applications for free and reduced-price meals and maintains rosters and records related to reimbursed meals.
- Follows prescribed procedures to protect the anonymity of students who receive free or reduced-price meals.
- Verifies that cash collected and ticket receipts reconcile with meals distributed.
- Prepares, reviews, and maintains daily meal-participation reports, records of hours worked by employees, and various other records and reports.
- Utilizes cost control procedures on food, supplies, and labor costs.
- Assures that daily bank deposits are made by authorized personnel.
- Requests services for pest control, equipment repairs and replacement, and maintains service records.
- Implements security measures to prevent vandalism and theft.
- Informs students, parents, community groups, and District personnel about the food service program.
- Washes and sanitizes pans and kitchen utensils, scrubs counter and tables, and cleans ovens, hot food cabinets, and refrigerators.
- May assemble salad bars.
- May transport food and supplies between locations.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Satellite Food Service Manager is responsible to the site administrator and to an Area Food Services Supervisor for the supervision of a school meal distribution kitchen and for the proper ordering, receiving, storing, heating, and distribution of meals prepared at a District food processing plant.

A Food Service Manager is responsible to the site administrator and to an Area Food Services Supervisor for the supervision of a cafeteria operation and for preparing and serving food in a variety of feeding programs, such as breakfast, lunch, and bag meals for other locations without cafeterias. The classification level is determined by school level and the average daily meals served of the cafeteria.

A Senior Food Service Worker assists a Food Service Manager by participating in the operation of a cafeteria by planning menus, preparing and serving meals, and giving work direction and training to food service personnel.

SUPERVISION

General supervision is received from a school administrator. Technical supervision is exercised by an Area Food Services Supervisor. Supervision is exercised over employees in lower-level food service classes and student workers.

CLASS QUALIFICATIONS

Knowledge of:

- Basic nutrition principles and reimbursable meal components
- Use, care, and sanitation procedures required in the maintenance of ovens, refrigerators, and other kitchen equipment
- Principles of supervision
- Procedures followed in ordering, receiving, storing, heating, and distributing meals
- Health and safety rules and regulations pertaining to food establishments
- Cafeteria sanitation and maintenance

Ability to:

- Supervise, train, and evaluate the work performance of food service employees and student workers
- Follow written instructions
- Make arithmetic computations and keep accurate records
- Determine free and reduced-price meal eligibility of students
- Work effectively with school personnel, students, and parents
- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Operate an office computer
- Complete all tasks in a timely manner

Special Physical Requirements:

- Stand and walk on concrete and tile floors for long periods of time
- Safely lift and carry objects weighing up to 50 pounds
- Withstand a wide range of temperatures

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and successful completion of an adult school, college-level, or equivalent courses in supervision.

Experience:

One year of commercial or institutional experience in heating and serving meals or one year of general clerical experience preferably in the area of Food Service. One year experience in the supervision of food service employees, in food service ordering, and food service record keeping may be substituted for the required courses in supervision and is desirable.

Special:

A valid "ServSafe Certificate", National Registry certificate, or equivalent certificate.

A valid Los Angeles Unified School District Food Handler's Health Certificate.

A valid California Driver License may be required for some positions.

Attendance in and successful completion of a two week Food Services Manager Certification Training Program is required prior to regular assignment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
04-20-11
TH