

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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#### **CNS SATELLITE PRODUCTION COORDINATOR**

**JD 4200.1**

#### **Definition:**

The Satellite Kitchen Lead serves the purpose/s of guiding assigned personnel in food service operation, preparing and distributing food service items for consumption by students and school personnel; maintaining inventories of food service items; and maintaining facilities in a sanitary condition.

#### **Responsible to:**

The Director of Child Nutrition

#### **Examples of Duties:**

1. Arranges salad bar & service line for the purpose of meeting mandated nutritional requirements and or requests for student and school personnel.
2. Cleans utensils, equipment and the areas of storage, food preparation and serving for the purpose of maintaining sanitary conditions.
3. Counts & calculates money for the purpose of maintaining an accurate bank statement.
4. Directs satellite kitchen food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
5. Guides satellite kitchen food service workers and other personnel as assigned in new policies and procedures from the Child Nutrition Services Department. Communicates to the Director when additional training is needed.
6. Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
7. Takes weekly inventory of existing food/beverage and paper supplies and provides documentation to the Central Kitchen.
8. Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders and/or complying with mandated health requirements.
9. Operates computer system and prepares documentation (e.g. reports, letters, prepays & end of day reports) for the purpose of conveying daily information to the Child Nutrition Services Department.

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10. Orders dairy items directly and orders all other food items from Central Kitchen daily.
11. Prepares food and beverage items for the purpose meeting mandated nutritional requirements and projected meal requirements.
12. Suggests procurement of equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently within budget guidelines.
13. Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
14. Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
15. Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
16. Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
17. Other related duties and assignments as required.

#### **Qualifications Guide**

##### **Knowledge of:**

1. Basic arithmetic calculations
2. Modern methods of food preparation, health codes and sanitation principles.
3. Standard liquid and dry measurements.
4. Proper methods of preparing assigned menus.
5. Proper menu substitutions that meet nutritional guidelines.
6. Standard office equipment and computer system.

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#### **Ability to:**

1. Stand and walk for prolonged periods.
2. Provide direction to others and make independent judgments based on common sense.
3. Keep and maintain accurate records.
4. Operate and care for institutional kitchen equipment.
5. Work rapidly with frequent interruptions.
6. Work efficiently during rush conditions.
7. Understand and carry out oral and written instructions in English.
8. Demonstrate dependability and reliability.
9. Maintain cooperative relationships with those contacted in the course of work.
10. Significant physical abilities include lifting/carrying/pushing/pulling (at least 50 pounds), balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation.

#### **Training and Experience:**

Minimum one year of prior job-related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities in school and/or institutional setting; or any combination of training and experience that could likely provide the desired knowledge and abilities.

#### **Licenses:**

Possession of a valid California Driver's License and the ability to qualify for District Vehicle insurance coverage.

Valid Food Safety Manager Certification, issued by San Diego County-approved organization (preferred)

Job Description Adopted: