

School District of Lodi  
Food Service – Level II

(A)9/9/19

POSITION TITLE:     Satellite Food Service Manager and Substitute Administrative Food Service Assistant

POSITION SUMMARY:

These positions assist the Director of Food Service with preparing menu planning as part of the of the district food service program.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- 2 or more years of experience in food service program or comparable experience in the food service industry.
- Is able to use or be trained to use computer software such as but not limited to Google, Word, and Excel.
- Possess or have demonstrated experience in maintaining high standards of safety and hygiene in the delivery of consumable food products.

SKILLS AND QUALIFICATION

- Ability to problem solve and work with a variety of people in a fast paced environment.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.
- Ability to communicate effectively, promptly, and in a positive manner with the Central Manager and the Director of Food Service.
- Ability to work with other people and communicate effectively with staff, students, parents, and community members.
- A commitment to make the district food service program efficient and provide high quality service to district staff and students.

ESSENTIAL JOB FUNCTIONS

- Maintain accurate files and records including including production records and meal counts.
- Operate the POS system during meal service time, as needed.
- Maintain the yearly minimum required CEU/training as required by the USDA/DPI School Nutrition Departments.
- Maintain membership in the SNA-WI Organization.
- Have and maintain a valid Servsafe Certification status.

- Work cooperatively with all food service contractors to ensure the district food service program is of high quality and delivered to staff and student in a professional and service based approach.
- Is knowledgeable about and serves meal items in accordance with all district and DPI guidelines.
- Proficiency in ordering and receiving all food and supplies for the satellite kitchens.
- Efficiently and effectively prepares all menu items.
- Effectively manages the daily tasks of the Satellite Kitchen staff.
- Ensures that all HACCP and safety guidelines are followed.
- Efficiently manages the daily tasks of all production kitchen staff and Satellite Managers.
- Ability to complete the tasks of a Level III food service employee on a temporary basis.
- A Level I staff that can complete the daily tasks of the Administrative Food Service Assistant on a temporary basis and assist with other office duties as requested.
- Transition to other food service tasks and responsibilities in the absence of the Director of Food Services.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job classifications, the employee is regularly required to stand; walk; use hands and fingers to handle and prepare food service items.
- The employee may frequently squat, stoop or kneel, reach above the head and reach forward.
- The employee will frequently bend or twist more than the average person while performing the duties of this job classification.
- The employee may frequently lift and/or move up to 20 pounds when preparing food service items.
- The employee may sometimes push/pull items such as tables and chairs.