Job Description
MOORE PUBLIC SCHOOLS

Job Title: Child Nutrition Satellite Manager

Qualifications:

Credentials: County Health Card, Must have attended at least 2 workshops: including Management 1, or equivalent on Job Training.

Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: Must demonstrate aptitude for performing tasks in large scale food preparation; Must have at least three years experience in volume food preparation and ability to get along with people.

Special Skills, Knowledge, Abilities:

Must be able to run cash register and make change. Must be not only skilled in cooking/baking and serving/clean up but must also enjoy working around children. Must be able to work at a quick pace to serve students in an orderly efficient manner.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs non-complex data recording/record keeping operations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and/or percentages. Must be able to adapt recipes to the number or portions to prepare.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations, etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the steamers, slicers, mixers, dish machines, and ovens.

Job Goal (Purpose of Position): Performs skilled level and supervisory level food service duties under limited supervision of a Director/Area Manager to oversee the preparation and serving of delicious and nutritious meals and serving and cleaning up after the students/teachers eat. The goal is to prepare a well balanced meal with a high quality of taste and appearance. In addition, the goal is to do proper paper work to handle

money or other charges/non charges and to properly record information for reimbursement.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students. The employee must not only enjoy working with children but must set a proper example for other cooks.

Other Performance Measures: Successful performance of the job requires good people skills to work with students, teachers, and fellow employees. It requires following and enforcing safety guidelines and policies to avoid accident and injury. It requires following and enforcing school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self discipline to get the work done.

Performance Responsibilities:

1. Prepares breakfasts and lunches to meet federal regulations. Assists in meal preparation to ensure that menus are followed or adapted to meet special needs.

2. Works with principal to ensure that meals are prepared and served to meet scheduled eating periods.

3. Sells or distributes lunch tickets before and at lunch time. Performs cashiering functions to record meal tickets, receive moneys. and account for those eating.

4. Counts and deposits all lunch money.

5. Keeps daily report sheet showing number of tickets sold by number, cash sales, free and reduced lunches, and other information necessary for State and Federal reports.

6. Keeps monthly record folder showing breakdown of total number of participants in each category, money collected, expenditures, and charges of adults and students.

7. Performs other duties or assignments as given by Child Nutrition Director.

Site: Various

Reports To: Child Nutrition Director/Area Manager

Physical/Mental Requirements and Working Conditions:
Walking/standing is required 3-4 hours a day. Frequent bending/stooping and squatting/ crouching; occasional crawling/kneeling, and climbing; must reach above shoulders and push/pull occasionally on the job. Frequent lifting up to 35 pounds and occasional lifting up to 50 pounds (flour).

Job requires working around noise of machines and equipment; in fluctuating temperatures and in humid environments, around some hazardous equipment (mixers, slicers, steamers), boiling liquids and very hot ovens, stoves, dishwashers, etc. Must be able to work around spills/slick floors and other impediments on occasion but must observe safe working conditions and watch for others safety and health.

Terms of Employment: 190 days per year

Salary: Category B

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 08-10-98
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