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## Food and Nutritional Service Satellite Manager

### DESCRIPTION

This is food service work at the working and supervisory level performed and performed under the general supervision of an assigned area field representative. Performance is evaluated on an ongoing basis. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

### ESSENTIAL JOB FUNCTIONS

- Oversee and/or prepare and service high-quality nutritious meals to students and adults at the elementary level
- Accurately complete all daily, weekly, and monthly reports
- Order and receive food and supplies from the preparing school and designated vendors
- Record and deposit cash received into an assigned bank on a daily basis
- Clean and sanitize all kitchen equipment at the work facility at the completion of meal service
- Ability to lift bulk weight of up to 55 pounds
- Ability to stand, walk, sit, bend, squat, climb
- Ability to stand for long periods of time and endure extreme temperatures
- Exercise direct and general supervision over assigned personnel
- Perform daily, weekly and monthly paperwork on computer
- Perform all duties as assigned and work as schedule
- Receives the lunch count from school office
- Prepares production sheet accordingly
- Prepares all food items as designated in the policy and procedure manual
- Receive bulk transported foods and supplies from the preparing school and records accurately on inventory production sheet, transport sheet and time and temperature charts
- Sets up hot and cold food counter for serving
- Proportions food items
- Properly supplies counters with food, plates, utensils, napkins, and condiments
- Serves food to students and adults
- Maintains an accurate account of cash collected and breakfast/lunches milk served
- Orders and receives foods from designated vendors
- Assists in the cleaning and sanitizing of equipment and work areas
- Accurately records lunch count from rosters
- Accurately records deposits and takes cash collected to designated bank on a daily basis
- Operates all kitchen equipment
- Supervises and may evaluate (as designated) all cafeteria employees
- Attends managers meetings and in-service meetings, workshops, seminars and courses

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

- Working knowledge of food preparation methods, kitchen cleaning methods, serving techniques, equipment usage, sanitation regulations for food preparation and storage procedures
- Working knowledge and ability of ordering food and supplies
- Working knowledge of cash register
- Working knowledge of safety and accident prevention techniques, especially as it pertains to food preparation, kitchen, and dining facilities
- Working knowledge of scheduling and time management as it pertains to food preparation, kitchen, and dining facilities
- Working knowledge of training techniques for new cafeteria employees and evaluation techniques for cafeteria employees
- Ability to prepare hot and cold foods and beverages
- Ability to take and record food temperature on time and temperature charts
- Ability to follow and extend written recipes
- Ability to complete daily production sheets
- Ability to follow prescribed food preparation methods for school food service operations
- Ability to read, understand, prepare and follow work schedules
- Ability to use and clean all kitchen equipment
- Ability to serve students and adults efficiently, courteously, and rapidly
- Ability to follow Food and Nutrition Service Policies and Procedures
- Ability to lift bulk weight of up to 55 pounds
- Ability to stand, walk, sit, bend, squat, climb
- Ability to stand for long periods of time and endure extreme temperatures
- Ability to work efficiently and harmoniously with other employees and work well with students and staff
- Ability to remain calm under trying circumstances and work with frequent interruptions
- Ability to read and understand operating manuals for equipment to be used
- Ability to maintain accurate daily inventory
- Ability to prepare forms for payroll, inventory, transporters, accountability, entre counts and production records
- Ability to prepare bank deposit slip
- Ability to train new Food and Nutrition Service employees.

## **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE**

High school graduate or equivalent and six (6) months experience in food service operations.

## **REQUIRED LICENSES AND CERTIFICATES**

Certificate of completion of the “ServSafe Course” within the probationary period of employment. Fee for the course is paid by the Food and Nutrition Service.

Must have dependable transportation throughout the working hours.

## **REQUIRED CONTINUING EDUCATION AND TRAINING**

Must meet the annual education/training requirements for the United States Department of Agriculture (USDA) for School Nutrition Employees.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

- Six (6) months paid experience at the level of a Food Service Assistant II.
- One year paid experience at the level of a Food Service Assistant I.
- Willingness to attend continuing education courses sponsored by the Food and Nutrition Service.
- Knowledge of and ability to use a computer for record keeping.

*Equal opportunity employer*