

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION

Cook 2
Elementary Satellite Manager

IMMEDIATE SUPERVISOR School Administrator/Nutrition Services Coordinator/
Production Manager

GENERAL DUTIES

The Elementary Satellite Manager is a working manager who directs the operations of the school kitchen with assistance from the Production Manager. The Satellite Manager is responsible for organizing, planning and insuring quality in the meal service operation while upholding all District policies and procedures.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. Documented experience in quality food preparation, kitchen maintenance, and food service supervision
- C. Skill in use and maintenance of all kitchen equipment
- D. Demonstrated clear, effective interpersonal skills including neat and clean appearance
- E. Demonstrated effective leadership skills
- F. Possess a thorough knowledge of rules and regulations regarding sanitation, chemicals, Material Safety Data sheets, food preparation
- G. Possess a current Food Handler's card
- H. Demonstrated ability to prepare, cook and store foods according to HACCP methods
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- J. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Responsible for the day-to-day operation of the elementary satellite kitchen
- B. Order food and supplies from the production kitchen, properly store daily transported food and supplies
- C. Responsible for preparing District standardized recipes as in compliance with the Federal and State requirements
- D. Ensure proficient and timely preparation of daily menu items
- E. Knowledge and proficiency in operation of POS meal accounting system
- F. Accurately maintain required daily meal production records and submit to Nutrition Services office weekly
- G. Direct and train kitchen staff in daily operations
- H. Ensure that all food service staff, substitutes and student workers follow safe, sanitary, and appropriate food handling techniques
- I. Maintain a working environment that encourages teamwork and communication to support the food service goals

- J. Continually provide a harmonious, service-oriented attitude with students, staff and parents
- K. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)					X
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.				X	
*Lifting/Carrying Maximum weight: 40 lbs.				X	

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Food Service Pay Schedule

Pay Grade: D

Last Revised: March 2009