

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FOOD SERVICES SATELLITE OPERATOR**

#### **BASIC FUNCTION:**

Under the direction of a Food Services Operations Manager, operate a food service satellite at an assigned school facility; complete final preparation of foods received from the central kitchen; maintain satellite facility and equipment in a clean and sanitary manner and prepare records and reports as directed.

#### **REPRESENTATIVE DUTIES:**

Assure the timely and efficient operation of satellite location; receive bulk and packaged foods from the central kitchen assuring proper amount received. **E**

Complete the preparation of foods received from the central kitchen by heating and assembling main dish items; toss salads. **E**

Receive lunch money and tickets from students; count money; set up cash register as assigned; prepare deposit slips as required. **E**

Take inventory of food and supplies; order milk, juice and other items; attend staff meetings as required. **E**

Maintain records and prepare reports related to sales and inventory. **E**

Set up serving area; assure that serving lines are properly stocked; set out food and beverages observing appropriate health and sanitation rules. **E**

Serve food to students and staff according to established procedures. **E**

Maintain work areas and serving areas in a sanitary manner; wash and clean steam tables; clean and store utensils, trays and kitchen equipment. **E**

Operate a variety of kitchen utensils, equipment and appliances in a safe manner. **E**

Provide work direction and guidance to other food service personnel and student workers as assigned. **E**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods of assembling, preparing and heating food in large quantities.

Principles and practices of safety and sanitation.

Standard kitchen utensils, equipment and appliances.

Inventory and record-keeping techniques.

##### **ABILITY TO:**

Operate a satellite food service facility according to established procedures.

Operate kitchen equipment, appliances and utensils in a safe manner.

Maintain inventory.

Prepare and submit records as required.

Work independently with little direction.

Provide work direction and guidance to others.

Follow applicable health and sanitation requirements.

Make change and arithmetic calculations quickly and accurately.

Work cooperatively with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including two years of increasingly responsible experience in quantity food preparation and service.

**LICENSES AND OTHER REQUIREMENTS:**

The possession of a "Food Safety Certification" issued by an approved organization must be obtained within five months of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Kitchen and indoor environment.

**PHYSICAL ABILITIES:**

Standing and walking for extended periods of time, hearing and speaking to communicate with students and food services workers, dexterity of hands and fingers to operate kitchen equipment and cash register, bending, pushing, moving, and lifting objects weighing up to 50 pounds.