



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE:	Nutrition Services Satellite Operator I	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 57 Range: 31

BASIC FUNCTION:

Under the direction of an assigned supervisor, oversee and participate in the operation of the satellite kitchen at an assigned elementary or middle school site; prepare and serve hot and cold food items; maintain satellite kitchen facilities and equipment in a clean and sanitary condition; perform cashiering duties; lead, train, and provide work direction and guidance to Nutrition Services staff; may also work in the central kitchen to assist in preparing and packaging meals for transport to assigned satellite location(s).

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Nutrition Services Satellite Operator I classification are responsible for the operations, food service and staff assigned to an elementary and middle school serving kitchen site.

Incumbents in the Nutrition Services Satellite Operator II operate a high school serving kitchen requiring food cooking and preparation with a more diverse menu and a larger staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Oversee and participate in the operation of the satellite kitchen at an assigned elementary school site; determine appropriate quantities of food items to meet student needs; assure related food service activities comply with established safety and sanitation requirements
- Prepare and serve hot and cold food items; observe quality and quantity of food served according to established procedures; assure proper temperature of foods; heat, arrange and distribute food items according to established procedures and portion control standards
- Oversee and participate in maintaining satellite kitchen facilities and equipment in a clean and sanitary condition; clean serving counters, food containers and food service equipment; operate dishwashers and wash trays, pots, pans, plates, utensils and other serving equipment as assigned; observe and enforce health and sanitation requirements
- Lead, train, and provide work direction and guidance to Nutrition Services staff; assign staff duties and review work for accuracy and completeness;
- Prepare food and beverages for sale; count and set-up plates, trays and utensils; stock condiments,

food items and paper goods; order, pick up, inspect, receive, store and rotate food items and supplies as directed; stock bins with food supplies; conduct daily inventories as directed, and arrange for adjustments in deliveries if necessary

- Perform cashiering duties; count money and make correct change; prepare, balance and verify cash drawers; review and verify receipts; prepare bank deposits as directed
- Operate standard food service equipment such as ovens, warmers and food service machines
- Communicate with students and staff as well as supervisors to exchange information and resolve issues or concerns
- Serve food to students and staff according to specified time schedules
- Maintain a variety of records related to food items, inventory, sales and assigned activities; prepare routine food service reports

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School food service operations

Quantity food preparation including assembling and heating food items and ingredients

Sanitation and safety practices related to preparing, handling and serving food

Methods, equipment and techniques used in large-quantity food assembly

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Principles of training and providing work direction

Health and safety regulations

Inventory practices and procedures

Portion control techniques

Storage and rotation of perishable food

Mathematic calculations and cashiering skills

Proper lifting techniques

Record-keeping techniques

ABILITY TO:

Oversee and participate in the operation of the satellite kitchen at an assigned school site

Prepare and serve hot and cold food items to students and staff

Maintain satellite facilities and equipment in a clean and sanitary condition

Perform cashiering duties and make change accurately

Lead, train and provide work direction and guidance to assigned Nutrition Services staff

Determine appropriate quantities of food items to meet student needs

Operate standard kitchen equipment safely and efficiently

Follow and assure compliance with health and sanitation requirements

Store and rotate food supplies in storage areas according to established procedures

Conduct daily inventories and order appropriate amounts of food items and supplies

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Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines
Work independently with little direction or supervision
Add, subtract, multiply and divide quickly and accurately
Maintain various records related to work performed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible experience in the preparation and serving of food in large quantities including work with inventory functions

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate ServSafe food service certification obtained through a proctored exam

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment
Subject to heat from ovens

PHYSICAL DEMANDS:

Standing for extended periods of time
Hearing and speaking to exchange information
Lifting, carrying, pushing or pulling objects typically weighing up to 50 and up to 60 pounds with assistance
Dexterity of hands and fingers to operate food service equipment and perform tasks requiring repetitive motion
Reaching overhead, above shoulders and horizontally
Bending at the waist, kneeling or squatting
Seeing to monitor food quality and quantity and to read small print

HAZARDS:

Heat from ovens
Exposure to very hot foods, equipment, metal objects and electrical equipment
Exposure to cleaning chemicals and fumes
May be required to work around moving mechanical parts
May work on or around slippery floors
Will be required to handle sharp objects such as knives and slicers