

SECTION SATELLITE KITCHEN SERVER

POSITION TITLE: SATELLITE KITCHEN SERVER

REPORTS TO: Food Service Director under the direction of the high school kitchen supervisor.

PURPOSE: To follow the direction of the supervisor so that the kitchen can operate smoothly and run according to standards set by Federal and State regulations concerning the school nutrition programs.

SPECIFIC RESPONSIBILITIES:

1. Responsible to the High School Kitchen Supervisor.
2. Knows/understands the Daily Meal Pattern Requirements
3. Receives lunch from the High School and serves.
4. Prepare and serve other foods as menus.
5. Breakfast items are prepared in Satellite Kitchen.
6. Cleans kitchen, milk coolers, other areas. Mops floor.
7. Wipes tables and chairs in cafeteria.
8. Cleans trays, runs dishwasher, washes dishes.
9. Able to lift weight up to fifty (50) pounds.
10. The kitchen helper must have the physical capabilities to perform these functions over a sustained period of time: walking, twisting, turning, stooping, bending, lifting, sweeping and standing.
11. Recycles materials.
12. Kitchen left clean, sanitized, and in proper order.
13. Maintains a cheerful attitude and good relations with co-workers, students, teachers, parents etc.
14. Conforms to current safety and sanitation standards.
15. Uses every opportunity to help educate students in good nutritional habits.
16. Duties as assigned by Supervisor.
17. Money handling and computer knowledge may be required.
18. Must be able to order food and supplies as needed.
19. Must know HACCP book. Must fill out daily, weekly, monthly, and yearly reports.

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- 20. Fill out production and transport sheets.
- 21. At least 6 hours of annual continuing education training required.
- 22. Perform additional responsibilities as assigned.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

Tests may be administered to determine the extent to which an applicant meets the job description.

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