

JOB INFORMATION

Job Title:	Satellite Leader
Version Date:	01/13/2015
Category	Clerical
Department:	Nutrition Services
Work Year:	151 Day Employee
FLSA Classification:	Non-Exempt

JOB SUMMARY

The main objectives of this position are to operate a smooth/productive nutritional service department and to serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Responsible to and works under the direction of the Nutrition Services Supervisor.	7%
Responsible for the implementation of the School District No. 70 evaluation process.	3%
Responsible for pre-approval of free and reduced applications and updating free and reduced lists/ records throughout the year.	18%
Plans job responsibilities and work schedules, supervising and working with all employees in the kitchen, making sure they understand their assignments.	5%
Responsible for monthly paperwork including time sheets and end-of-month reports.	3%
Checks menus, ordering food and supplies.	12%
Receives deliveries, approves and sends all invoices to the office of the Nutrition Services Supervisor weekly.	10%
Maintains accurate records for all lunchroom operations, including preparation of daily deposits and end-of-day responsibilities.	8%
Maintains sanitary conditions and orderliness in the kitchen and storeroom at all times, including proper storage of foods in all areas and locations.	10%
Serves food following the <u>Offer vs. Serve Guidelines</u> .	3%
Trains new personnel and improves the basic skills of all employees.	2%
Instructs and teaches employees in the operation of equipment or how to do a job and follows up to see if the worker is doing the job correctly.	3%
Responsible for production records, daily preparation, checking of the completed meal for quality and quantities of foods.	7%
Responsible for the prompt opening and closing of kitchens and shall report any accidents or break-ins immediately.	3%
Handles personnel problems and individual personalities.	2%
Performs such other tasks and assumes such other responsibilities as the Principal or Nutrition Services Supervisor may from time to time assign.	1%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Required	High School Diploma		
----------	---------------------	--	--

Work Experience/Skills

Required	<p>At least two years of experience in quantity cooking, food preparation, and one year on the job training as an assistant manager, (unless experience and job would warrant assignment).</p> <p>Each candidate for the position must demonstrate aptitude for the successful performance of the tasks listed. Employee must have the ability to communicate with students, parents, school staff, and to inspire teamwork in the work place. Employee must demonstrate leadership ability in supervision of employees and have required conflict resolution skills. Candidates must have knowledge/understanding of the National School Food Service Program and interest in furthering knowledge in school nutrition service. Employee must have knowledge of computing food quantities, costs, monthly reports, ability to organize and operate a kitchen efficiently. Each candidate must have operating knowledge of/experience with IBM personal computer, basic computer software and basic office equipment.</p> <p>The (NSM) is responsible to count all monies, prepare bank deposits, track/disburse petty cash, and approve expenditures in his/her department.</p>
----------	---

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying				X		
Climbing Stairs			X			
Crouching				X		
Grasping				X		
Grip				X		
Handling				X		
Kneeling			X			
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch			X			
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)			X			
Lifting (Waist to Shoulder)			X			
Reaching (Forward)			X			
Vision (Far)				X		
Reaching (Waist to Shoulder)		X				
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping			X			

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Wrist Deviation (Wrist Flexion)			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity		X			
Wet			X		
Noise		X			
Hazards		X			
Temperature Change			X		
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	Commute between school/buildings.

SCOPE

Freedom To Act

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with Others

Contacts are primarily with direct supervisor and others in group or department to give and receive information.