

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title: Kitchen Satellite Lead
 Pay Program:
 Reports to: District Manager
 Prepared/Revised Date: **April 11, 2011**

FLSA Status: **Non-Exempt**
 Pay Range:
 Work Year: **10 months**

SUMMARY:

The Kitchen Satellite Lead (KSL) is responsible for forecasting and ordering of finished goods from Regional Production Center, ordering and receiving of other food and supplies; management and maintenance of inventory; creation and maintenance of production records utilizing Horizon Software order, inventory and production modules; food prep and proper assembly and reheating of main course items; preparation of side dishes, salad bar items, service line set up and presentation and serving of meals at school locations; and cleaning as part of maintaining a safe food production and service environment. KSLs are proficient in operation of QSP Point of Sale software and are responsible for the recording of meal sales, monies collection, bank deposits, closing and generating end of day reports for the site. Responsible for on-the-job training of new Nutrition Service Assistants and for continual training of all workers in the kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Understands and communicates the BVSD Nutrition Services Program philosophy and informs NS staff and school community of the District Wellness Policy, meals, food sources, recipes and overall Nutrition Services program goals on a daily basis.	D	10
2. Ensures the timely service and presentation of meals according to the planned menu including proper reheating of main courses, side dishes and salad bar preparation according to method as outlined in recipes and the BVSD NS Department Standard Operating Procedures.	D	10
3. . Maintains accurate inputting of orders, receiving, inventory and inputting of production and meal count data using Horizon Software program as required for compliance with the National School Lunch Program.	D	10
4. Ensures freshness of prepared items by implementing proper rotation of food items prepared, properly wraps and labels prepared food items, and prepares only amounts of food items as assigned.	D	10
5. Maintains cleanliness and sanitation of kitchen, cafeteria and storage areas under the auspices of NS Department including, but not limited to, walk-ins, refrigeration, freezers, dry storage and NS site office areas. Assists with end of day cleaning and close down.	D	10
6. Directs the work of NSA I to ensure an efficient, organized and harmonious team environment..	D	5
7. Directs meal service periods working either as server or cashier, dependent on the school site's needs. Follows menu instructions, portion sizes; utilizes proper equipment as outlined in Standard Operating Procedures. Trains Nutrition Service Assistants on serving and cashier as needed.	D	5
8. Maintains efficient and smooth flow of service and works closely with coworkers to assure that students, staff and faculty have a pleasurable dining experience, and that all students are provided with a meal.	D	5
9. Maintains accurate reporting of sales transactions, account balances, collection of funds, preparation of daily deposit slips, daily reports and deposits for bank pickups using QSP point of sale software.	D	10
10. Records and maintains temperature logs for equipment, food production and food transport, as outlined in the BVSD NS Standard Operating Procedures. Complies with federal, state and district regulations and policies including, but not limited to, HACCP, Serv Safe, safety and sanitation.	D	10
11. Uses and maintains institutional food service equipment such as ovens, refrigeration and commercial dishwashers. Reports all maintenance issues immediately to District Manager	D	5
12. Fosters district commitment to excellence and equity by ensuring that employees and students are valued, respected and provided a positive work/learning environment. Establishes positive relations with internal and external customers, including students, staff, school administration, parents, and community members.	D	5

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Job Tasks Descriptions	Frequency	% of Time
13. Reads and Responds to NSD emails and other department communications such as newsletters and memos. Performs other duties as assigned.	D	5
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses; Computer Training; Culinary Training Classes
- Over two years up to and including three years of experience in Food Services

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Must obtain Serve Safe Certificate or State/County Food Handlers Permit by completion of probationary period.
- A criminal background check is required for hire.
- Offer contingent upon passing post offer physical.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Intermediate interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Intermediate organizational skills.
- Ability to manage confidentiality in all aspects of job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to understand and follow all HACCP Standard Operating Procedures.
- Ability to stand for extended periods of time.
- Ability to lift up to 50 lbs on a frequent basis.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Must be able to perform tasks on computers and peripherals at time of hire.
- Must pass basic math test prior to hire.
- Must have working knowledge of Horizon Software Shopping List, Inventory and Production Module within two months of hire.
- Must have working knowledge of QSP Point of Sale Software within two months of hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Direct Report: District Manager Indirect Report:	

SAFETY TO SELF AND OTHERS

Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others. Report all unsafe working conditions.

The physical demands, work environment factors and mental functions described below 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.

SAFETY EQUIPMENT

- Sturdy shoes with oil resistant and non slip soles required.

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- Food thermometer required (provided).
- Food handler's gloves required (provided).
- Protective gloves for dishwashing required (provided).

PHYSICAL DEMANDS:

- The employee is frequently required to stand, walk, use their hands to finger, handle or feel; reach with their hands and arms; talk; hear; taste and smell (over 2/3 of the time).
- The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl (up to 1/3 of the time).
- The employee must frequently lift up to 10 pounds (over 2/3 of the time).
- The employee is regularly required to lift and/or move up to 50 pounds and frequently move heavy loads (up to 2/3 of the time).
- The specific vision abilities required by this job include close vision (20 inches or less), distance vision (clear vision at 20 feet or more), ability to identify and distinguish colors, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee is regularly exposed to non-weather wet or humid conditions (up to 2/3 of the time).
- The employee must occasionally work near moving mechanical parts; work in high, precarious places; be exposed to fumes or airborne particles; be exposed to toxic or caustic chemicals; be exposed to outdoor weather conditions; have risk of electrical shock (under 1/3 of the time).
- The employee is occasionally exposed to non-weather related extreme cold and heat (less than 1/3 of the time).
- The employee is exposed to very loud noise levels in this position.

MENTAL FUNCTIONS:

- The employee is frequently required to use interpersonal skills (over 2/3 of the time).
- While performing the duties of this job, the employee is regularly required to compare, communicate and compute.
- The employee is occasionally required to analyze, copy, coordinate, instruct, synthesize, evaluate and compile information and negotiate.