

6. Demonstrates knowledge and ability to train food service employees on the computerized Point of Sale Cash Register in order to maintain accurate student meal eligibility, correct meal and a la carte prices and ensures offer versus serve program and accurate cash exchange.
7. Responsible for counting and recording all prepayments and daily cash collections. Prepares daily deposit and ensures that money is accounted for and placed in a secure place in the front office. The Satellite Assistant is also responsible for the signed receipt of deposit.
8. Maintains adequate and accurate food production records as required by local, state and federal regulations; ensures all required daily reports are accurately completed and filed for audit purposes.
9. Assists with verification of all receipt of goods against invoices and delivery tickets; records and counts all food and non-food items received on a monthly basis and reports quantities to the base manager.
10. Interviews perspective food service employees, with the final selection and approval by the base school manager and principal; conducts a formal meeting for newly hired employees to document and inform them of all food service policies and procedures.
11. Assists base school manager and principal with documentation of employee performance; reports on-the-job-injuries and reviews medical documentation upon employee return.
12. Assists in monitoring all hours reported on the daily time sheet for each satellite food service employee, assists with the reporting of special functions and/or overtime payroll forms to base school manager. Assists with schedules and monitoring labor hours to meet the established formula for work hours used and makes necessary adjustments to labor hours.
13. Prepares mileage reports and car usage allowance, if applicable.
14. Supervises all contracted and after school care programs and ensures all food ordering, food preparation and daily reports are completed.
15. Acts as a liaison between the school staff, students, various departments within the district, vendors, parents and community.
16. Handles and adjusts to emergency situations within each school day.

17. Supervises and trains all food service personnel in the proper use and safety features of all equipment.
18. Maintains equipment and facility and contacts maintenance department to report needed equipment and facility repairs.
19. Practices and ensures adherence to all safety procedures for facility, equipment and working conditions for all employees. Opens and closes cafeteria and ensures that equipment is turned off before securing the area.
20. Contacts representatives of the health department as necessary and assists them during routine school site visitations, food spoilage checks or suspected food borne illness investigations.
21. Coordinates the smooth operation of the satellite food service program and maintains an organized office work area.
22. Reviews current developments, literature and technical sources of information related to the job responsibility; attends all scheduled meetings and inservice training sessions conducted by the Department of Food and Nutrition.
23. Performs other work related duties as assigned.

PHYSICAL REQUIREMENTS

This is medium to heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), finger dexterity, grasping, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors.

MINIMUM QUALIFICATIONS REQUIREMENT

1. High School Diploma or equivalent. (This requirement will be waived for those employees currently holding the position.)
2. Minimum of 2 years experience in food production and service in restaurants or institutional food service (not catering).
3. Successful completion of M-DCPS cooks' and bakers' training, cash register training and computer ordering.
4. Possession of a valid Florida driver's license.