

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SATELLITE/DELIVERY OPERATOR

BASIC FUNCTION:

Under direction of the Assistant Manager-Field Operations, organize and operate a satellite cafeteria on wheels at various District locations; receive prepared and partially prepared food and catering items from a designated producing kitchen; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

Organize and operate a satellite cafeteria on wheels at various District locations; check fluid and fuel levels and maintain according to established procedures. *E*

Assist with the preparation of food at an assigned producing kitchen; assure proper food temperature controls are maintained. *E*

Assemble and pack food at a shipping kitchen. *E*

Operate a computer terminal in processing student meal service including adding, opening and closing accounts; print reports as required; assure proper accounting for meals served and make appropriate adjustments as necessary. *E*

Load, deliver, and serve food from a cafeteria truck; deliver food in carriers to other satellite cafeterias and return carriers to shipping kitchens; clean and maintain truck. *E*

Conduct inventory of food, milk and supplies; requisition supplies according to established procedures. *E*

Serve satellite school students, faculty and staff. *E*

Communicate with parents regarding student accounts.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices and procedures involved in maintaining and operating a delivery vehicle.

Principles of training and providing work direction.

Rules and regulations pertaining to the National School Lunch Program.

Principles of food service management and principles of quantity cookery and nutrition.

Procedures of ordering, receiving, and storing foods and supplies.

Sanitation practices related to handling and serving food.

Rules, regulations and eligibility requirements of the National School Breakfast and Lunch Program.

ABILITY TO:

Operate and maintain a medium-duty truck.

Perform basic truck maintenance.

Operate lift-gate, and safely manipulate large, heavy carriers filled with perishable food.

Learn location of schools in this District.

Establish and maintain effective working relationships with cafeteria personnel and other District employees.

Train and provide work direction to others.

Make mathematical calculations.

Maintain accurate records.

Follow oral and written instructions and maintain audible records in compliance with the National School Lunch Program.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in food service including record-keeping, and experience in driving a large vehicle such as a medium-duty truck or recreational vehicle.

WORKING CONDITIONS:

ENVIRONMENT:

Kitchen and serving truck environment.

Working in hot crowded conditions.

PHYSICAL ABILITIES:

Lifting heavy food cases.

Dexterity of hands and fingers to operate assigned vehicles, equipment and utensils.

Seeing to assemble and pack food.

Hearing and speaking to exchange information.