

## SUPPORT STAFF POSITIONS (FOOD SERVICE PERSONNEL/SATELLITE PERSONNEL)

### QUALIFICATIONS

1. Can read and understand menus.
2. Can accurately count and figure correct amounts for needed number of servings.
3. Be in good health and be physically able to perform duties.
4. Successfully completes two years of certification school within three years of employment in this position. This applies to persons hired for this position after July, 1981.

### RESPONSIBILITIES

1. Implements and understands portion control.
2. Accurately counts and figures proper servings and total amount of food to prepare and amounts to send out.
3. Notifies kitchen if servings are short early enough for someone to bring more food without holding up the line.
4. Has extra food on hand for emergencies. Examples: Canned fruit, peanut butter, and cookies.
5. Is aware of food trends and student food acceptance and preference.
6. Understands and follows proper handling and storage of food.
7. Records all food used, listing purchased and commodities food separately.
8. Keeps work area and equipment clean.
9. Rotates between working in the dishroom, washing pots and pans, and mopping the floor.
10. Communicates with manager, faculty, staff, and students.
11. Follows state and local health regulations.
12. Has basic knowledge of equipment operation and maintenance.
13. Follows the policy handbook as published by the school district.
14. Assumes other duties that may be assigned.

- \* Satellite person is directly supervised by manager and school nutrition director and supervises helpers.