

Maci Bautista

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SUMMARY

School nutrition and quantity food service professional with four years of experience supporting elementary and middle school meal programs, **satellite kitchen operations**, **central kitchen** packaging, cashiering, inventory, and sanitation. Coordinates fixed meal schedules, determines quantities from student counts, and keeps service moving through careful preparation, portion control, temperature monitoring, and courteous communication. Provides practical direction to food service staff, assigns stations, reviews sanitation work, and supports safe equipment operation. Handles receiving, inspection, storage, **first in, first out** rotation, stock counts, sales records, cash drawers, receipts, and deposit materials. ServSafe certified with experience using ovens, warmers, dishwashers, and standard **food service machines**. Brings dependable arithmetic, record keeping, safe lifting practices, and calm service during busy school meal periods.

EXPERIENCE

Satellite Kitchen Lead August 2024 - Present
Riverbend Student Nutrition Services *Sacramento, CA*

Leads daily elementary school **satellite kitchen operations** serving approximately 430 students. Directs four **food service** employees, coordinates meal quantities and timing, manages inventory and cashiering, and maintains sanitation, equipment, records, and student service standards.

- Coordinated meal quantities, setup, service timing, and cleanup around counts and school schedules.
- Directed four employees through station assignments, portion checks, temperature monitoring, and equipment safety.
- Adjusted hot and **cold food** quantities during service, limiting shortages and unnecessary waste.
- Rotated perishables, counted supplies, and reported delivery changes when inventory differed from projected needs.
- Balanced **cash drawers**, verified receipts, made change, and prepared deposit materials under site procedures.
- Led **sanitation** for counters, dishware, ovens, warmers, and dishwashing **equipment** after daily service.

School Food Service Specialist June 2022 - July 2024
Capitol Meal Operations *West Sacramento, CA*

Supported high volume breakfast and lunch service across elementary and middle school assignments. Prepared quantity meals, operated kitchen equipment, received and rotated supplies, packaged central kitchen deliveries, maintained records, and trained new staff.

- Prepared quantity breakfasts and lunches using standardized portions and scheduled temperature checks.
- Operated ovens, warmers, **dishwashers**, and **food service machines** during busy meal periods.
- Received deliveries, inspected products, labeled storage, and rotated perishables using **first in, first out**.
- Packaged **central kitchen** meals by destination, verifying counts before transport to satellite sites.
- Resolved production, inventory, sales, and sanitation count differences with supervisors before reports were finalized.
- Trained new staff in serving, **cashiering**, sanitation, **safe lifting**, and courteous student service.

PROJECTS

Central Kitchen Meal Packaging 📅 July 2024

Prepared and organized large quantity meals and service components for transportation to satellite locations. Verified counts, grouped loads by destination, and aligned packaging with scheduled meal periods.

Satellite Service Readiness 📅 August 2025

Coordinated daily satellite kitchen readiness through inventory checks, station assignments, temperature records, equipment cleaning, and timely meal service for elementary students.

LEADERSHIP & AWARDS

- Recognized by site supervisors for dependable satellite meal service and accurate daily cash handling.
- Selected to provide practical coaching for new staff covering sanitation, cashiering, safe lifting, and student service.
- Trusted with central kitchen packaging, delivery counts, and records supporting multiple satellite locations.

EDUCATION

High School Diploma 2022
John F. Kennedy High School GPA: 3.5 *Sacramento, CA*

Coursework: Food safety, mathematics, communication, health education

CERTIFICATIONS

- ServSafe Food Protection Manager Certification 📅 2024

- ServSafe Proctored Food Safety Examination 📅 2024

TECHNICAL SKILLS

- **Food Preparation:** Large quantity meals, hot food preparation, cold food preparation
- **Food Safety:** ServSafe, sanitation, health regulations
- **Temperature Control:** Holding temperatures, temperature checks, food quality
- **Inventory Systems:** Daily inventory, stock counts, replenishment records
- **Storage Practices:** Perishable storage, first in first out, stock rotation
- **Cashiering:** Cash drawers, receipt verification, accurate change
- **Financial Records:** Bank deposits, sales records, arithmetic
- **Kitchen Equipment:** Ovens, warmers, dishwashers
- **Service Equipment:** Food service machines, trays, pots and pans
- **Meal Packaging:** Central kitchen packaging, delivery counts, satellite loads
- **Staff Operations:** Station assignments, staff training, work review
- **Documentation:** Production records, sanitation records, routine reports

SKILLS

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|--------------------------------|------------------------|-------------------------|-------------------------------|
| • Satellite kitchen operations | • Portion control | • Cash drawer balancing | • Student service |
| • Quantity food preparation | • Inventory management | • Record keeping | • Safe lifting |
| • Food safety | • Stock rotation | • Staff training | • Food temperature monitoring |
| • Sanitation | • Cashiering | • Work direction | |

PROFESSIONAL AFFILIATIONS

- School Nutrition Services professional community, focused on safe meals and respectful student service.
- Food safety and sanitation practice group, with interest in quantity preparation, storage, and equipment care.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST