

**NOTICE OF JOB VACANCY
TO BE POSTED FROM
January 5, 2010 – January 19, 2010**

The following position has been declared open by Montabella Community Schools. It is intended that the opening will be filled by promotion, transfer, or new employee.

FOOD SERVICE WORKER - 4 hour position 10:00 a.m.-2:00 p.m.

CANDIDATES WILL BE REQUIRED TO TAKE A FOOD SERVICE APTITUDE TEST

JOB SUMMARY

This is general food service work involving food preparation, presentation and service of elementary student and adult breakfast and lunches. This position handles cash transactions and roster procedures and maintains safety and sanitation standards in the kitchen, serving and storage areas. Performs clean up and completes related food service paperwork. *Please note -- job duties and schedule will vary per building.*

KEY JOB TASKS/FUNCTIONS/RESPONSIBILITIES

- * Report in uniform ready to begin work at designated time.
- * Prepares breakfast/lunch food items and sets up food bar according to production records and department procedures, refilling and restocking and tidying in an efficient and friendly manner.
- * Receives, inspects and verifies delivered food items, assuring proper amounts for daily menu service.
- * Requests supplies daily for smooth kitchen operation, working at least two menu days in advance. Rotate stock, informing management in due time of needed supplies.
- * Will decorate and post necessary items.
- * Assures adult/staff menu deliveries to proper person.
- * Responsible for serving lines readied on time; all production met on schedule.
- * Ensure proper appearance and presentation, standard portion control, maintenance of proper serving temperatures throughout service periods.
- * Maintain sanitation and orderliness of all equipment, supplies and utensils within work areas. Follows pertinent schedules in completing daily, weekly and occasional work and cleaning assignments. Maintains high standard of safety and cleanliness and assures proper food storage (including labeling) at day's end.
- * Follows proper janitorial, clean-up and dish washing procedures: bleach/sanitization of work surfaces and dishes, sweeping, mopping assigned areas, box breakdown and garbage removal for trash or recycling.
- * Student control/minor discipline as per building principal guidelines.
- * Handles roster and cash collection procedures. Will know and follow USDA regulations and requirements pertaining to the NSLP and NSBP; i.e. Type A components, offer-vs-serve and counting and claiming procedures.
- * Performs monthly inventory as assigned.
- * Performs all related duties as assigned.
- * Represents department in a courteous, efficient and friendly manner in all customer and employee interactions.

GENERAL SKILLS, KNOWLEDGE AND ABILITIES

- * Education-high school diploma or GED equivalency certificate. Will attend and complete Statewide Training Classes if assigned.
- * Experience-selection preference given to candidates demonstrating previous food service experience. Must pass applicable Food service Test for new/change position.
- * Ability to read, speak and write English.
- * Basic arithmetic, bookkeeping skills; makes customer transactions in a reasonable and timely fashion. Must know roster, counting and collection procedures. Know how to make change, responsible for all assigned change funds and cash received to ensure that building fund is up-to-date.
- * Interpret and apply production record information.
- * Excellent housekeeping and cleaning skills.
- * Ability to work under pressure and meet deadlines; interact with co-workers in order to assure compliance with department service standards.
- * Ability to follow oral and written directions.
- * Ability to interact with students and staff in order to assure customer satisfaction. Must have ability to observe in order to ensure proper food presentation and standard portion controls.
- * Required to follow dress code, wear proper shoes and approved hair restraint. Must meet state and local health requirements for food handlers.
- * Ability to reach, bend, stoop, wipe, push and pull; protracted periods of standing required; must have sufficient mobility to perform assigned tasks with production and service time frames established by management.
- * Ability to lift and carry items weighing 50 pounds on a regular basis.
- * Dependable and timely attendance. Industrious motivated, cooperative and hard working.
- * Such alternatives to stated qualifications, as the Board may find appropriate and acceptable.

EQUIPMENT USED IN PERFORMANCE OF ESSENTIAL FUNCTIONS

- * Stoves, conventional, convection and microwave oven.
- * Steam table.
- * Slicers, chopper, food processor, mixers.
- * French fryers.
- * Garbage disposal, dishwasher, 3-compartment sink usage.
- * Food service carts of all kinds, including hot transport.
- * Kitchen utensils and small equipment.
- * Commercial mop/bucket and/or floor cleaning machine.

WORK ENVIRONMENT

Heated/non-air-conditioned commercial kitchen. Temperatures can exceed 90° in the warm work months in food preparation and serving areas. Occasional periods of time required in walk-in cooler and freezers. Outside tasks required for trash removal.

REPORTS TO: FOOD SERVICE DIRECTOR

TERMS OF EMPLOYMENT:

- * All breakfast and lunch serving days, inservice, cleaning and special function dates as assigned.

EVALUATION:

- * Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Support Service Personnel.

The duties and responsibilities for this position supplement the Montabella Schools employee work rules and policies, and may change or increase by practice or policy. The School can assign work outside of an employee's regular job assignment and can change an employee's regular job assignment. Finally, this job description can be changed by the School at any time under full contractual obligations and limitations, if any.

This written description shall be considered evidence of the essential functions of this job and is in accordance with the terms of PUBLIC LAW 101-336, otherwise known as the AMERICANS WITH DISABILITIES ACT.

Anyone interested in the listed position, please send a letter of interest to:

**Lauri Smith, Food Service Director
Montabella High School
1456 E.N. County Line Road
Blanchard, MI 49310**

PLEASE POST THIS NOTICE

The Montabella Community School District is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of race, religion, color, sex, national origin, or handicap of any individual.