

# Mukwonago Area School District

## JOB POSTING

### Food Service Assistant

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**Title:** Food Service Assistant – Park View Middle School

**Hours:** 2.25 Hours per day (10:30 A.M. – 12:45 P.M.)

**Description:** Serving lunch and performing clean-up tasks in a quantity food service setting. Requires focus on quality and safety in all aspects of the job. Must be outgoing and pleasant with students and staff.

**Qualifications:**

1. High school diploma or equivalency.
2. One year of food service experience preferred.
3. Must earn National Restaurant Association (NRA) ServSafe sanitation certificate within one year of employment.
4. Demonstrates ability to perform basic math skills.
5. Ability to read and comprehend instructions.
6. Ability to work independently with moderate supervision.
7. Demonstrates effective organizational skills.
8. Demonstrates ability to work and communicate effectively with supervisor, co-workers, other school staff, parents, students, and vendors.
9. Versatility to adapt to changes in job duties.
10. Ability to carry out assigned food service tasks.
11. Physical ability to lift 30#.
12. Must pass physical exam.

**Performance Responsibilities:**

1. Assists in efficient receiving, storage, food preparation, transport, service and cleanup operations.
2. Maintains high standards of sanitation and safety.
3. Communicates effectively with supervisor, co-workers, other school staff, parents, students and vendors.
4. Maintains good rapport with students, staff and public.
5. Follows the Group Leader or Coordinator's instructions in producing, transporting and serving food.
6. Accepts and implements instructions in a positive, cooperative manner.
7. Responsible for cash collection, daily cash register reports, bank deposits and related reports as assigned.
8. Uses, cleans and maintains equipment properly.
9. Contributes to the implementation of a marketing plan for program promotion.
10. Assists in food service to students with special dietary needs.
11. Uses computer software as assigned.
12. Follows established procedures in personnel matters (re: work rules, policy, etc.). Reports work-related accidents in a timely manner.
13. Keeps up-to-date on school food service program requirements and quantity food service practices by attending in-service training sessions.
14. Neat and professional in appearance and behavior.
15. Substitutes for the Group Leader or Coordinator when needed.
16. All other duties as assigned by supervisor.

**Physical Demands:**

1. Standing and walking most of work day.
2. Reaching, carrying, pushing, bending, and handling items weighing up to 30# when performing job duties. (A two-person lift is required for loads in excess of 30#)
3. Seeing clearly at close range.

**Reports to:**

Satellite Kitchen Group Leader, Food Production Manager, Food Service Supervisor and Building Principal

**Supervises:**

**Job Goals:**

To provide high quality food and service for students in a non-profit school food service program.

**Employment:**

Ten-month year.

**Benefits:**

Per employee handbook

**Salary range:**

\$11.00 or rate commensurate with experience

**Application Dates:**

September 14, 2017, 2017 until filled

**Submit Application To:**

Pam Harris | Food Service Supervisor | [masdjobs@masd.k12.wi.us](mailto:masdjobs@masd.k12.wi.us)  
Or by mail to: 385 E Veterans Way, Mukwonago, WI 53149  
Questions Call: 262-363-6200 Ext 25601

**NON-DISCRIMINATION**

The Mukwonago Area School District complies with the provisions of Title IX, Section 504 of the Rehabilitation Act of 1978, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and Wisconsin Fair Employment Act; and does not discriminate against students per Section 118.13, Wis. Stats., on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, physical, mental, emotional or learning disability or handicap in its educational programs or activities.

The Mukwonago Area School District does not discriminate in employment on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, political affiliation or belief, arrest, or conviction record, or membership in the national guard, state defense force, or any reserve component of the military forces of the United States.

Questions regarding compliance should be addressed to:

Susan Muentzer, Equal Opportunity Officer  
385 County Road NN E  
Mukwonago, WI 53149  
Tel. No. (262) 363-6300 Ext 24500

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