

# Mukwonago Area School District

## JOB POSTING

### Satellite Kitchen Group Leader

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**Title:** Satellite Kitchen Group Leader – Eagleville Charter Elementary School

**Hours:** 3.00 hours per day (10:30 a.m. – 1:30 p.m.)

**Description:** Routine supervision of lunch service and small cafeteria staff 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 institutional food service experience preferred.
3. National Restaurant Association (NRA) ServSafe sanitation certificate required.
4. School Nutrition Association membership required (within three months of hire).
5. Completes reports accurately and on time; proficiency in basic math as determined by written test.
6. Ability to work independently with moderate supervision.
7. Demonstrates effective organizational skills.
8. Demonstrates skill to plan and schedule job tasks; recognizes and solves problems.
9. Readily learns and employs recommended food preparation, service and cleaning methods; stays up to date regarding the safe and efficient use of materials and equipment.
10. Demonstrates ability to supervise the work of others.
11. Communicates effectively with supervisor, co-workers, parents, students, other school staff and vendors.
12. Versatility to adapt to changes in job duties.
13. Performs effectively under stress.
14. Demonstrates adherence to food service sanitation and safety standards.
15. Physical ability to lift 30#.
16. Must pass physical exam.

**Performance Responsibilities:**

1. Responsible for quality food preparation, appealing presentation, and courteous service in satellite cafeteria.
2. Responsible for ordering, receiving, storage and inventory for satellite kitchen. Assures regular rotation of stock.
3. Assures that sanitation and safety practices in all phases of the cafeteria operation meet established standards and HACCP principles.
4. Complies with National School Lunch Program menu and service requirements as directed by the District Food Service Supervisor.
5. Organizes tasks and distributes work duties to Food Service Assistants and substitute workers in the satellite kitchen. Provides on-the-job training; assists with performance evaluation.
6. Communicates effectively with supervisor, co-workers, school staff, parents, students and vendors.
7. Maximizes efficiency in receiving, storage, food preparation, food transport, service and cleanup operations.
8. Accurate and timely submission of food orders, time sheets, lunch count projections and other reports as assigned.
9. Uses, cleans and maintains equipment properly. Trains personnel on all equipment.
10. Contributes to the implementation of a marketing plan for program promotion.
11. Assists with preparation and service of meals for special functions and community activities.
12. Assists in food service to students with special dietary needs.
13. Uses computer software as assigned.
14. Follows established procedures in personnel matters (re: work rules, policy, etc.). Reports work-related accidents in a timely manner.
15. Keeps up-to-date on school food service program requirements and quantity food service practices through approved continuing education; attends cooks' meetings and in-service training sessions.
16. Neat and professional in appearance and behavior.
17. 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:**

Food Production Manager, Food Service Supervisor and Building Principal

**Supervises:**

Food Service Assistant and substitutes assigned to the same kitchen

**Job Goals:**

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

**Employment:** Ten-month year

**Benefits:** Per employee handbook

**Salary range:** \$12.00 - \$15.00 per hour commensurate with experience

**Application Dates:** March 21, 2017 until filled

**Submit 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