

# Mukwonago Area School District

## JOB POSTING

### Food Service Cook/Baker

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**Title:** Food Service Cook Baker

**Salary Range:** \$12.50 per hour

**Hours:** 7:15 a.m. to 1:00 p.m. (5.75 Hours per day)

**Location:** Central Kitchen – Mukwonago High School

**Applications:** Starting November 27, 2018 until position is filled

**Description:** To provide high quality food and service for students in a non-profit school food service program. Requires focus on quality and safety in all aspects of the job.

#### **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 within three months of hire.
4. School Nutrition Association membership required (within three months of hire).
5. Accuracy in mathematical calculations as determined by written test.
6. Demonstrates effective organizational skills; recognizes and solves problems.
7. Ability to work independently with moderate supervision.
8. Demonstrates ability to function as a team member.
9. Communicates effectively and maintains good rapport with supervisor, co-workers, parents, students, other school staff and vendors.
10. Demonstrates ability to cook and bake in large quantities using large quantity equipment.
11. Demonstrates ability to consistently produce standard or above-standard products.
12. Performs effectively under stress.
13. Completes reports accurately and on time.
14. Demonstrates knowledge of and adherence to food service sanitation and safety standards.
15. Physical ability to lift 30#.
16. Must pass physical exam.

#### **Performance Responsibilities**

1. Responsible for establishing and maintaining high standards of quality food production and transport.
2. Assures that sanitation and safety practices in all phases of the food production operation meet established standards and HACCP principles.
3. Assists in efficient receiving, storage, preparation, food transport, service and cleanup operations.
4. Complies with National School Lunch Program menu and service requirements.
5. Follows the Food Production Manager's instructions in producing, transporting, serving and storing food.
6. Assists with planning and scheduling workload for area assigned.
7. Responsible for weekly orders for area assigned. Assures proper handling of leftover food items.
8. Assures accuracy in quantities of food prepared and transported. Maintains required forms and records as assigned.
9. Uses and updates standardized recipes to assure quality control.
10. Accepts and implements instructions in a positive, cooperative manner.
11. Uses, cleans and maintains equipment properly. Trains personnel on use of specific pieces of equipment as assigned.
12. Assists with preparation and service of meals for special functions and community activities.
13. Assists in food service to students with special dietary needs.
14. Communicates effectively with supervisor, co-workers, parents, students, other school staff and vendors.
15. Uses computer software as assigned.
16. Follows established procedures in personnel matters (re: contract, work rules, policy, etc.) Immediately reports any work-related accidents.
17. Keeps up-to-date on school food service program requirements and quantity food service practices through approved continuing education; attends in-service training sessions.
18. Neat and professional in appearance and behavior.
19. Substitutes for the Food Production Manager when needed.
20. 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

**Employment Term:** 10-month employee

**Benefits:** Per Employee Handbook

**Submit Application to:**

[masdjobs@masd.k12.wi.us](mailto:masdjobs@masd.k12.wi.us)

Or by mail to:

Mukwonago Area School District  
385 E Veterans Way, Mukwonago, WI 53149  
Questions Call: 262-363-6200 Ext 25500

*Mukwonago Area School District is an Equal Opportunity Employer*