

Mukwonago Area School District

JOB POSTING

Food Service Assistant

Vacancies: Two Openings - Food Service Assistant

Hours: Section Elementary School (11:00 a.m. – 1:00 p.m.)
Clarendon Avenue Elementary (11:00 a.m. – 1:00 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

Job Goals:

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

Employment:

Ten-month year.

Benefits:

Not available

Salary range:

\$11.50 or rate commensurate with experience

Application Dates:

December 11, 2018 until filled

Submit Application To:

Pam Harris | Food Service Supervisor | masdjobs@masd.k12.wi.us
Or by mail to: 385 E Veterans Way, Mukwonago, WI 53149

Application: [Click Here](#)

Questions Call: 262-363-6200 Ext 25601

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