



CHELSEA
SCHOOL DISTRICT

Internal/External Posting
2018-2019

Position: Assistant Cook

- Job Description on page 2
- Starting wage \$10.70 per hour
- Six (6) hours per day
- Eight (8) paid holidays per year
- Five (5) sick days per year
- Two (2) personal days per year
- No insurance benefits – part time position

Location: North Creek Elementary

Apply by logging on to www.applitrack.com/WISD/onlineapp
Follow directions as provided on that website.

Or complete the following application and return to Human Resources
<https://drive.google.com/file/d/oB09sORG6siYwMW9oRHJLU9vQUo/view?usp=sharing>

Inquiries should be addressed to:

Marcus S. Kaemming
Executive Director of Instruction, Curriculum
and Human Resources

Email: mkaemming@chelsea.k12.mi.us

Date of Posting: February 11, 2019

Application deadline: February 22, 2019, at 3:00 p.m., or until filled

Chelsea School District
Food Services Department
Job Description

Food Service Assistant

General Description

Under general direction of the cook/school manager, performs routine stocking, food preparation, portioning, assembling, serving and sanitizing duties in accordance with department and regulatory agency procedures.

Essential Duties and Responsibilities

- Prepares work stations by stocking food or non-food items and equipment as necessary and indicated by production sheets, menus or other schedules or policies.
- Prepares and portions foods in designated areas. Serves students at various locations.
- Operates cash register as needed.
- Takes routine inventories of food and non-food and equipment. Checks deliveries, rotates stock, dates food items and assures appropriate storage. Makes suggested orders for food and supplies.
- Cleans and sanitizes dishware, cooking utensils, equipment, serving ware and work areas as assigned.
- Prepares hot or cold short order foods and/or simple foods like sandwiches or salads according to accurate procedures.
- Prepares ingredients for further cooking. May perform routine baking or cooking up to 2 hours per day.
- Sets up serving lines and steam tables as needed.
- Performs waitperson duties for special events.
- Monitors and assures proper safe food handling and food temperature procedures at all times.
- May perform clerical and computer duties.
- Maintains good rapport and cooperative relationships with coworkers and customers. Approaches conflict in a constructive manner. Helps to identify problems, offer solutions and participate in their resolution. Consistently acts as an appropriate adult role model in the student environment.
- Maintains confidentiality of information required relating to free and reduced meals, student behavior and coworker performance and personal information.
- Behaves in accordance with the mission and goals of the Chelsea School District and the Food Service Department.
- Assumes responsibility for performance of job duties in the safest possible manner to assure personal safety and that of coworkers and to report all preventable hazards and unsafe practices immediately to the Kitchen Manager.
- Performs duties of cook when necessary (in the absence of the cook).

Required Education, Experience, Skills and Abilities

- High School Diploma or equivalent.
- Three to six months on the job training or previous experience.
- Excellent customer service and interpersonal skills necessary in order to interact in a positive and supportive manner with children and adults.
- Ability to read, write and perform arithmetic calculations.
- Analytical skills necessary to interpret recipes and measures in order to prepare appropriate items and quantities.
- Ability to lift up to 40 pounds.
- Must take ServSafe class within one year of employment and repeat every 5 years.

**The above is intended as a general description of duties, responsibilities and requirements. Other related duties may be carried out as required by the Food Service Director.

Chelsea School District is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.