



Position Description
Glen Lake Community Schools
Food Service Assistant

POSITION TITLE: Food Service Assistant

DEPARTMENT: Food Service

REPORTS TO: Food Service Director

PAY RATE/BENEFITS: \$18.00 /hour, plus medical, dental, and vision insurance

JOB SUMMARY:

Performs a variety of tasks in the preparation and cooking of food; performs related work and clean-up according to State of Michigan requirements. Schedule determined by the food service director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to work at their assigned location and work times. Regular attendance is an essential function of this job. Other essential functions of this position may include, but are not limited to the following:

1. Reads and interprets menus and recipes.
2. Operates standard cooking equipment such as mixers, ranges, steamers, slicers, food processors, etc.
3. Prepares, cooks, and stores food properly.
4. Cleans equipment and facilities.
5. Sets up food lines and serves food in specific areas where assigned.
6. Operate cash registers and cash handling.
7. Fills in for Kitchen leaders in emergency situations.
8. Assists /works with the concessions as needed.
9. Other duties as assigned by the Food Service Director.

EDUCATION/KNOWLEDGE REQUIREMENTS:

1. High school graduate or equivalent.
2. Prefer excellent kitchen/culinary skills.
3. Pleasant, cheerful attitude toward student and adult customers.
4. Ability to maintain proper sanitation practices.
5. Ability to lift approximately 50#, bend, squat, kneel, reach.
6. At least one year of experience in a commercial kitchen.
7. Cash handling skills.
8. Ability to follow recipes.
9. Knowledge of safe food handling practices. (ServSafe Certification Preferred)



OTHER SKILLS AND ABILITIES:

Glen Lake is looking for a motivated person that is open to the idea of catering on the side. A good sense of time management. A willingness to learn and push to develop new skills and ideas. We are a team and while the ability to self motivate is helpful, the ability to work in a team setting is more important. This means bringing ideas to the group, listening to others, and having open communication that includes honest feedback that helps others improve. We pride ourselves in our preparation and service of nutritious meals to our staff and students. We are always looking for ways to improve the meal experience. The food service professional that gets hired can expect to be held to a high standard. You will be trained in every point of service, food preparation, serving, cashiering, record keeping, cleaning, and closing. Having the ability to establish and maintain effective working relationships with students, staff and the community is an expected requirement; along with the ability to communicate clearly and concisely.

APPLICATION DEADLINE:

Until Filled

APPLICATION PROCEDURE:

Please submit a letter of interest and resume, via email, to Rebecca Chavalia @
chavaliar@mylakers.org.