



Gull Lake Community Schools  
Richland, Michigan  
**JOB POSTING**

**Support Staff - Food Service Manager – Richland Elementary**

July 11, 2019

**Internal Posting Only**

**Job Summary:**

Under the direction of Food Service Supervisor, the Richland Elementary Food Service Manager oversees the preparation, cooking, serving of food and beverage items for the purpose of meeting the projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.

**Qualifications:**

- Required:**
- A. High School Diploma or equivalent
  - B. Experience operating a cash register
  - C. Ability to lift 50 pounds
  - D. Ability to twist, bend, stand in one place for more than twenty minutes
  - E. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and ability to compute recipe conversions, purchases vs. served and pan yields.
  - F. ServSafe certified or able to be certified within 60 days of hire
  - G. Satisfactory school or previous employment/attendance records
  - H. A demonstrated ability to communicate effectively—orally and in writing
  - I. Ability to work as a team member and also independently

**Desirable Characteristics:**

- A. Working knowledge of food handling, preparation, standard kitchen equipment, food safety and sanitation
- B. Experience working with school age children preferred
- C. Friendly and flexible, willing to work with the demands of a elementary cafeteria/kitchen schedule
- D. Evidence of ability to learn procedures and operations
- E. Demonstrated successful communication skills with students, staff, administrators, parents, and community members

**Duties:**

- A. Oversees the preparation, cooking, serving food and beverage items
- B. Enforce cafeteria rules
- C. Wash dishes and clean up
- D. Stock inventory from deliveries
- E. Complete production record
- F. Plan and manage projects, prepare and maintain accurate records, operate standard office equipment and equipment in a commercial kitchen
- G. Ability to read and interpret written and verbal instructions, safety rules, operating and maintenance instructions, and procedures manuals.
- H. Perform other duties as assigned by supervisor

**STATEMENT OF NON-DISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

**CRIMINAL RECORDS CHECK**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: July 17, 2019**

**Start Date: ASAP, Monday-Friday, 7:30 a.m. to 1:45 p.m.**

**Salary: \$11.86 per hour, Step 1**

**Apply:** To be considered as a candidate, you must submit by the deadline a letter of interest stating rationale for applying and qualifications for the position to:

Tonya Kammeraad, Human Resources  
10100 East D Avenue, Richland, Michigan 49083  
269/548-3415 FAX 269/548-3401