



Gull Lake Community Schools

Richland, Michigan

## JOB POSTING

# Support Staff – Food Service Cashier/Cook – Richland Elementary

October 11, 2021

### Job Summary:

Under the direction of the Food Service Supervisor, the Food Service Cook/Cashier will daily prepare food for elementary school students and operate POS system.

### 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 including commercial food slicer, food safety and sanitation
- B. Experience working with school age children preferred
- C. Friendly and flexible, willing to work with the demands of an high school 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. Prepare food and operate cashier for elementary school students
- B. Enforce cafeteria rules
- C. Wash dishes and clean tables
- D. Stock inventory from deliveries
- E. Complete production record
- F. Ability to read and interpret written and verbal instructions, safety rules, operating and maintenance instructions, and procedures manuals.
- G. 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: Open Until Filled

**Start Date: ASAP, M-F 8:30 a.m. - 1:30 p.m. (Temporary Hours M-F 8:30 a.m. - 2:15 p.m. for the 2021-22 school year)**

**Salary: \$12.13 per hour, Step 1**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact – Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)