



Gull Lake Community Schools
Richland, Michigan
JOB POSTING

Support Staff - Food Service Manager – High School

December 13, 2021

Job Summary:

Under the direction of Food Service Supervisor, the High School 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 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 breakfast complete preservice meeting slip
- B. Run register for breakfast and complete breakfast production chart
- C. Assist District Cook in lunch production
- D. Serve students lunch
- E. After lunch, complete production report and wipe down service line, coffee line and help with dishes
- F. Help put deliveries away
- G. Input food orders with District Cook
- H. Pull breakfast and lunch items for the next day
- I. Ability to read and interpret written and verbal instructions, safety rules, operating and maintenance instructions, and procedures manuals.
- J. 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, Monday-Friday, 6:00 a.m. to 1:00 p.m.

Salary: \$12.60 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 **Sherri Simmons**, Human Resources ssimmons@gullakecs.org

10100 East D Avenue, Richland, Michigan 49083 269/548-3415 FAX 269/548-3401