

SUGAR-SALEM SCHOOL DISTRICT NO. 322

Announcement of Vacancy

Sugar-Salem School District has the following vacancy for the
2023-2024 School Year:

Food Service

QUALIFICATIONS

- High school diploma or General Education Degree preferred.
- Knowledge of principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
- General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
- Ability to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items
A general understanding of Material Safety Data Sheets
- Excellent interpersonal and communication skills
- Self-motivated
- Ability to work well with students and staff
- Excellent organizational skills
- Maintain confidentiality of staff and students

MAJOR DUTIES AND RESPONSIBILITIES

1. Help prepare daily school meals on time, according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Assist in the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
5. Help determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements as requested
6. Assist in the serving of food, and be responsible for replenishing the supply of foods during serving periods
7. Assist in the daily clean-up of the kitchen including but not limited to service areas wash trays, pots and pans and equipment.
8. Keep the refrigerators and storerooms clean
9. Help process all delivery receipts, inventory, and daily sales records as directed
10. Assist in ordering necessary supplies
11. Report to the head cook any faulty or inferior quality food that is received
12. Assist in maintaining storeroom inventory by helping to check in shipments and order supplies as needed,
13. Assist in the disposal of unused food
14. Assist in requisitioning food stuffs and verifying receipt of food shipments

15. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area
16. Maintain friendly relations with other school staff and with lunchroom customers
17. Prepare all reports as directed by the Food Service Supervisor
18. Assume responsibility for his or her continuing professional growth and development
19. Seek assistance should emergencies arise
20. Represent the school district in a positive manner
21. Know and follow school district policy and chain of command
22. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the head cook and/or food service supervisor in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Work Schedule: 3-5.9 hours per day

Anticipated Start Date: August 23, 2024

Pay Rate: General information is available to applicants upon request

Posting Date: 06/13/24

Closing Date: Open Until Filled

Special Instructions

Applications may be downloaded from www.sugarsalem.org. Please attach your resume at the time your application is finalized and submitted to jrobbins@sugarsalem.com.

Attachments can be either a MS Word document or a .pdf file (recommended). Applications are also available at the District Office located at 105 West Center, Sugar City, ID 83448

Contact Info

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Human Resources

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