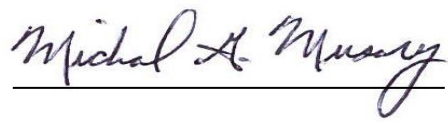


VACANCY

March 1, 2023

- POSITION:** Food Services-High School Food Prep/Cashier/Server
- DEADLINE:** Until Filled
- APPLY TO:** Superintendent's Office, Armada Area Schools, 74500 Burk Street, Armada, MI 48005; Fax 586-784-4268;
or email: ttomayko@armadaschools.org.
District employees must complete an in-district employee application form (available at school offices)
- QUALIFICATIONS:** High School Diploma or GED
- Previous experience with large scale cooking and food preparation/serving
 - Must be organized, have strong math skills, work at a fast pace
 - Lift 50 lbs. Be dependable, work full school days only
- REPORTS TO:** Director of Food Services
- JOB GOAL:** To assist in the preparation and serving of quality food to customers in an efficient and pleasant manner, in a fast paced, kitchen while working closely with other Food Service staff.
- SALARY:** \$13.00 per hour during 60-day probationary period; \$13.65 thereafter (4 hours daily) Hours 8:30 a.m. to 12:30 p.m. **see Armada Food Service Contract 2021-2024**
- PERFORMANCE RESPONSIBILITIES:**
To include but not be limited to the following:
1. Assists the Head Cook with food preparation, pre-preparation and planning of food as directed.
 2. Assists with the daily cleaning of all kitchen areas and equipment to ensure cleanliness and sanitary requirements are met. Daily Clean up, Run Dish Machine, break down Serving lines.
 3. Sets up and breaks down serving lines.
 4. Operates necessary food service equipment.
 5. Addresses student issues and questions in a sympathetic and confidential manner.
 6. Ensures that food safety standards are met.
 7. Assists with ordering, storage and safe-keeping of supplies as directed by the Head Cook.
 8. Serves students using accurate measuring and portioning techniques.
 9. Completes accurate production records following USDA and departmental standards.
 10. Point of Sale, register, can make change, operate register, and reconcile cash register daily.
- OTHER SKILLS AND ABILITIES:**
Ability to work in a friendly manner with co-workers and students. Good organization and math skills; ability to lift 50 lbs., ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to problem solve and improvise under adverse conditions, such as equipment failure, school emergency. Must be able to work at a fast pace, stay organized, rotate stock, communicate and work closely with other Food Service staff members. Must be dependable, working with a small staff, reliability is a must.
- EVALUATION:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

A handwritten signature in dark ink, reading "Michael G. Musary". The signature is written in a cursive style with a horizontal line underneath it.

Michael G. Musary, Ed. Sp.
Superintendent