

SPRINGFIELD PUBLIC SCHOOL DISTRICT 186

1900 West Monroe Street - Springfield, Illinois

Jennifer Gill, Superintendent

NOTICE OF VACANCY

REPOSTED

TITLE OF VACANCY –Matheny Elementary School Cafeteria Manager - 8 hours per day

WHO MAY APPLY - Any person who meets the basic requirements listed below for this position.

DESIRABLE AREAS OF COMPETENCE - Must be a qualified cook with Sanitation Certification and experience in institutional or commercial food service operation. Must be capable of and willing to follow standardized recipes for quantity cooking. Ability to evaluate menus and see that proper amounts of food are prepared daily. Ability to communicate and relate to the principal, teachers, students and cafeteria staff. Must enjoy serving and working with students. Ability to promote school lunch as an educational program. Cooperate in every way with the principal and teachers using the Food Service program as a teaching device. Ability to keep necessary records, make necessary reports and see that they reach the Supervisor. Computer experience or willingness to be trained to run a computer. Must be able to understand and follow Federal Food Guidelines and pass a written test on food preparation and Federal guidelines.

PHYSICAL DEMANDS - The job requires endurance in standing throughout the day, pushing and pulling kitchen equipment, being able to bend, twist and lift 50 pounds.

SPECIFIC RESPONSIBILITIES -

1. Maintain high standard of cooking - serving hot foods hot and cold foods cold. See to it that the plate is served attractively for breakfast and lunch.
2. Be courteous and patient with all customers and staff.
3. Collect and bank all receipts. Keep a record of lunch payments and amounts due.
4. Train new employees and substitutes, assign duties, process employee payroll.
5. Prepare orders of food, supplies.
6. Check all deliveries for quality and quantity and sign all delivery slips and invoices.
7. Maintain good sanitation procedures in all phases of food handling and good housekeeping.
8. Be responsible for safe operation, care and maintenance of all equipment.
9. Supervise portion control and meal service, assistant when necessary.
10. Maintain necessary record keeping for free/reduced meals.
11. Applicant must have a telephone number where he/she may be reached because of school emergencies.
12. Applicant must have a driver's license, proof of insurance and a vehicle to bring deposits to the Food Service Office.
13. Be constantly alert for unsafe conditions and report them immediately, **BE SAFETY MINDED**
14. Other duties as assigned.

FILING DATE DEADLINE – January 30, 2015

EFFECTIVE APPOINTMENT DATE – March 26, 2015 2014/2015 School Year

SELECTION PROCEDURE - Application and Selection as Per Local #15 Contract

SALARY - \$14.10 Per Hour (or applicable step, 2014/15 salary schedule)

BENEFITS - Personal and Sick Leave - Illinois Municipal Retirement Fund - Life Insurance - Medical Insurance - Paid Holidays as per Negotiated Agreement

PLEASE REFER APPLICATION TO:

Gina McLaughlin Schurman
Director of Human Resources
Springfield Public Schools
1900 West Monroe
Springfield, IL 62704

DATE – January 23, 2015

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER