



NOTICE OF VACANCY

DATE: March 26, 2025

TITLE OF VACANCY: Kitchen Helper

LOCATION: Springfield High – 6 Hrs; Lee Elementary – 5 Hrs

DAYS PER YEAR: 194

HOURS PER DAY:

DESIRABLE AREAS OF COMPETENCE:

Previous experience as a kitchen helper or substitute worker. Must be willing and capable of following standardized recipes for quantity cooking. Ability to complete production records which are required by the Federal Guidelines. Have computer experience or willingness to be trained on the Point of Sale Computer system for Food Service. **Must have Food Service Sanitation Certification** or be able to acquire certificate within probation period. Ability to cross train and fill in when needed. Must be able to understand and follow Federal Food 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. **Must be able to pass an agility test provided by the district.**

SPECIFIC RESPONSIBILITIES:

1. Maintain high standard of cooking and proper sanitation procedures in all phases of food handling and meal preparation.
2. Be courteous and patient with all customers and staff.
3. Prepare orders of food, supplies.
4. Check all deliveries for quality and quantity and sign all delivery slips and invoices.
5. Be responsible for safe operation, care and maintenance of all equipment.
7. Follow proper portion control to meet nutrition and Federal guidelines
8. Maintain necessary records of meals being served.
9. Applicant must have a telephone number where he/she may be reached because of school emergencies.
10. Be constantly alert for unsafe conditions and report them immediately, **BE SAFETY MINDED**
11. Other duties as assigned.

APPLICATION DEADLINE/OPEN UNTIL:

April 4, 2025 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$16.56 per hour or Applicable Step,
(2024-2025 Salary Schedule)

BENEFITS: Personal & Sick Leave - Medical Insurance - Life insurance - Illinois Municipal Retirement Fund - Paid Holidays as per negotiated agreement

SELECTION PROCESS: Application and Selection per Local 15 contract

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions
OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Ave
Springfield, IL 62703
217-525-3006

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