



NOTICE OF VACANCY

DATE: May 5, 2022

TITLE OF VACANCY: Cafeteria Manager

LOCATION: Addams Elementary, Butler Elementary and Dubois Elementary

HOURS PER DAY: 8

REQUIREMENTS/QUALIFICATIONS:

Must be a qualified cook with experience in institutional or commercial food service operation. Must be capable of and willing to follow standardized recipes for quantity cooking. Ability to complete production records and evaluates menus so as to order and prepare sufficient amounts of food for the students. Ability to communicate and relate to the principal, teachers, students and cafeteria staff to provide a positive atmosphere. Ability to record necessary records and reports needed for the USDA. Have computer experience or willing to be trained on the Point of Sale computer. Must be able to understand and follow Federal Food Guidelines. **Must have the Food Service Manager's Sanitation Certificate.** Applicant must have six months seniority per SEIU Local #15 Contract and take the Manager test.

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 meals.
11. Applicant must have a telephone number where he/she may be reached because of school emergencies.
12. Be constantly alert for unsafe conditions and report them immediately, **BE SAFETY MINDED**
13. Other duties as assigned

APPLICATION DEADLINE:

May 18, 2022 at 4:00 p.m.

APPOINTMENT DATE:

School Year 2022-2023

SALARY: \$16.58 Per Hour

(or Applicable Step, 2021-2022 Salary Schedule)

BENEFITS: Personal and Sick Leave - Medical

Insurance - Life Insurance - Illinois Municipal Retirement
- Paid Holidays as per negotiated agreement.

SELECTION PROCESS: Application and Selection as 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, Director of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
525-3006

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