

EAST ALTON SCHOOL DISTRICT NO. 13
210 EAST ST. LOUIS AVE.
EAST ALTON, IL 62024

Position Title and Category:

Assistant Cafeteria Manager—Food Service Department
Eastwood

Starting Date:

August 20, 2018

Rate of Pay:

As Per contract

Work Hours and Work Year:

6.5 Hours per Day
5 days per Week
Student Attendance Days

Job Qualifications:

Per Attached Job Description

Deadline for Application:

At the end of the workday on Friday, June 8, 2018

With Whom the Written Application is to be Filed:

Mrs. Alyssa Smith
210 E. St. Louis Ave.
East Alton, IL 62024

TITLE: CAFETERIA ASSISTANT MANAGER

QUALIFICATIONS:

1. Must be in good health with sufficient strength to perform tasks assigned to position and have such education as to be able to read instructions and recipes assigned.
2. Must have or be able to obtain sanitation certification.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: FOOD SERVICE DIRECTOR

JOB GOAL:

To serve the students attractive and nutritious meals in an atmosphere of efficiency, sanitation and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Assistants in the preparation and serving of food in a quick and pleasant manner.
2. Assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
3. Responsible for all baking and dessert production.
4. Assist in breakfast preparation.
5. Assist Cook when other duties are completed.
6. Wash pots and pans throughout the day, as needed.
7. Responsible for final cleanup of kitchen and lunchroom facilities facilities daily.
8. Assumes responsibility for storage and disposal of unused food.
9. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals, as designated by the cook.
10. Prepares desserts for special functions, as needed.

TERMS OF EMPLOYMENT: 9 MONTH YEAR

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support.