

Delton Kellogg Schools
327 N. Grove Street
Delton, Michigan

Internal/External
Substitute Workers Food Service

POSITION TITLE: Substitute Workers Food Service
DEPARTMENT: Food Service
REPORTS TO: Food Service Director
PREPARED BY: Superintendent

DATE: 10/08/20

SUMMARY:

Assists, prepares, serves and cleans up a variety of foods, from fresh, canned, dry or frozen states according to recipes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Food Service Worker – Sub 1

Assists in the preparation of a variety of main or side dishes and accompanying menu items, including sandwiches, salads, meats, vegetables, and fruits as specified by the menu, recipes and production records.
Sets up and serves food – assisting in food preparation between serve times as needed.
Operates kitchen ovens, warmers, mixers, slicers, stove tops and steamers
Clean serving area, prep area and assists in dishwashing

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities required.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High School diploma or GED. Previous kitchen experience helpful but not necessary.

LANGUAGE SKILLS:

Ability to read, write, and comprehend simple instructions and memos.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is frequently required to bend at the trunk more than the average person. The employee is required to lift or move up to 40 pounds frequently.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The person is exposed to heat, steam, and food vapors while working. This person will wear clothing in accordance with kitchen policy.

Reports to: Kitchen Supervisor

Contract Terms: Substitute in Food Service as needed
Rate of Pay: Hourly rate per contract
Deadline: Until filled

Interested applicants should fill out an application and send to:
Delton Kellogg Central Administrative Office
Kyle B. Corlett, Superintendent
327 N. Grove
Delton, MI 49046
kelsey.mader@dkschools.org

The final candidate for this position will be required to furnish Delton Kellogg Schools (at your cost) with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Delton Kellogg Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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