



## Job Posting Batavia Public Schools

**Positions:** Middle School Manager, Elementary Production Lead, Cook, Food Service Workers, Cashiers, Line Servers,

**Requirements:** Monday – Friday, School year calendar  
7:00 AM – 2:00 PM (*hours vary by position, but fit within these parameters*)

**Report To:** General Manager

**Required:** Perform a variety of duties in the preparation, serving, organizing, functionality and daily operations at Batavia Schools.

**Primary Functions:**

**Manager:** Serve as a working lead coordinating activities of team engaged in food operation. Assists in ensuring a safe working environment throughout the facility for all employees. Assists in monitoring employee productivity at Middle School. Orients and trains employees. Works with customers to ensure satisfaction in such areas as quality, service and problem resolution. Performs day to day assignments in addition to lead duties. Applies moderately complex technical skills appropriate for the position. May adapt procedures, processes, tools, equipment and techniques to meet the requirements of the positions. Applies knowledge of department policies and procedures, and utilizes understanding of other departments' functions. Ability to effectively communicate policies and/or procedures in a manner easily understood by fellow employees.

**Elementary Production Lead:** Serve as a working lead coordinating activities of team engaged in food operation. Assists in ensuring a safe working environment throughout the facility for all employees. Assists in monitoring employee productivity at all elementary schools and assigns responsibility for specific work, functional activities to increase service or productivity. Orients and trains employees. Works with customers to ensure satisfaction in such areas as quality, service and problem resolution. Performs day to day assignments in addition to lead duties. Applies basic skills appropriate for the position. Ability to effectively communicate policies and/or procedures in a manner easily understood by fellow employees.

**Cook:** Prepares and cooks food according to instruction. Typically performs fast food cooking duties in preparing food items to be served to customers. Provides highest quality of service to customers at all times. Follows basic recipes and/or product directions for preparing , seasoning, cooking tasting, carving and serving soups, meats, vegetables. Desserts and other foodstuffs. Prepares food by operating a variety of kitchen equipment to measure and mix ingredients. Tastes products, reads menus, estimates food requirements, checks production and keeps records in order to accurately plan production requirements. Clean and sanitize work stations and equipment and must follow all Sodexo, client and regulatory rules and procedures.

**Food Service Workers:** Prepares salads, fruits, desserts, and baked goods. Cleans vegetables, fruit and berries for salads, relishes and desserts. Mixes ingredients for all salad types. Operates a variety of kitchen utensils to weigh, measure, wash, peel, cut, season cold foods for serving and storing. Properly labels and stores food, utilizing knowledge of temperature requirement and spoilage. Inspects work stations for compliance with service standards. Keeps accurate HACCP and production records. Cleans and sanitizes workstations and equipment following all Sodexo rules and procedures.

**Cashiers:** Operates a cash register, receives payment of cash and tickets for foods purchased. Provides the highest quality of service to customers at all times. Maintains proper security of cash at all times. Understands and follows Sodexo cash handling policies and procedures. May also be required to prepare for service before the meal and clean after and during the meal times. May set-up and stock different serving areas.

**Line Servers:** Serves food to customers and greets customers. Sets up line for service at start of shift. Cleans and sanitizes workstations and equipment. Carries and distribute supplies and equipment. Assists in clean up and may assist others in the preparation of foods and properly store food.

Job includes varied duties.

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Certified in Illinois Food Service Sanitation (Manager and Elem. Production Mgr.)  
Valid IL Drivers License

**Job Dimensions:** Work with fellow employees as part of a team. Responsible for completion of individual duties, as assigned. Other duties may be assigned as needed. HACCP forms will be filled out correctly and accurately on a daily basis as assigned. All Food and Physical Safety measures will be followed on a regular day to day routine.

- **All interested applicants must schedule an interview with Becky Selcke by calling 463-3827.**

**EEO/AA**