

**PLEASE POST**

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*BEDFORD PUBLIC SCHOOLS  
TEMPERANCE, MICHIGAN*

**NOTICE OF VACANCY**

<b>Part-time Food Service Worker</b>	<b>5.5 hours per day/3 days per week 8:00 a.m. – 1:30 p.m.</b>	<b>Bedford Senior Center</b>
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**MINIMUM QUALIFICATIONS:**

1. High school Diploma or equivalent
2. Proven knowledge of food handling, preparation, production, standard kitchen equipment, food safety and sanitation requirements
3. Proven oral, written communication, word processing and public relation skills with emphasis on being personal, patient, kind and being a source of information to promote effective communication.
4. Proven ability to be a team player by developing positive working relationship(s) with senior center members, volunteers, center staff and community members.
5. Proven experience in light cash handling, and customer service.
6. Flexibility of work hours regarding special events.
7. Professionalism is maintained at all times.
8. Such alternatives to the above qualifications as the District may find appropriate and acceptable.

**PREFERRED QUALIFICATIONS:**

1. Proven experience as a cook.

**SUMMARY AND EXPECTATIONS OF POSITION:**

Cooks, prepares, presents, and serves food items. Ensures food is prepared and served in a manner, which is nutritious, safe, properly flavored and in compliance with the USDA, accrediting agency standards for quality and Bedford Public Schools guidelines.

**ESSENTIAL JOB FUNCTIONS AND PRIMARY RESPONSIBILITIES:**

1. Ability to follow direction from the Food Service Director and Unit Manager in work duties related to safe food handling, preparation, and production.
2. Working knowledge of standard cooking equipment.
3. Ability to understand recipes. Using recipes cooks and prepares various entrees, vegetables, sandwiches, and other menu items in a timely manner.
4. Assist with the preparation of the daily Meals on Wheels program.
5. Knows and serves correct portions to comply with District standards.
6. Assists in maintaining standards for sanitation and cleanliness and follows safety and sanitation guidelines providing for a clean and safe work environment.
7. May assist with maintenance of necessary production records, assisting in the proper reporting of meals produced and served in compliance with regulatory standards.
8. May operate cash register or other point of sale unit. Responsible for properly ringing student meals in accordance with established meal pattern.
9. Cleans and restocks work area throughout the day. Assists with regular and daily cleaning of respective work and serving areas.
10. Other duties as assigned.

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### OTHER RESPONSIBILITIES AND DUTIES:

1. Support the Director, center activities and assist patrons of the Bedford Senior Center.
2. Serve on Nutrition Committee.
3. Other duties as assigned.

**WAGES:** \$9.00 per hour

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED***

#### **APPLICATION PROCEDURE:**

- Provide a letter of interest or email and a current resume or other indicating employment history;
- Please include a current address and telephone number(s) where you can be reached;
- Letters of interest received from applicants after the deadline will not be considered;
- All materials received relative to this posting become property of Bedford Public Schools;
- Internal applicants are equally responsible for providing all requested information. The Bedford Public Schools will not retrieve or copy information from your official personnel file. It is the applicant's sole responsibility. If necessary the employee should make the needed arrangements in order to review their personnel file and obtain any copies to include with their application materials; and
- **External Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at : <http://www.applitrack.com/monroecounty/onlineapp/>
- **Internal Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of college and continuing educational transcripts, certifications and licensure to:

Bedford Public Schools  
Office of Human Resources and Labor Relations

**Part-time Food Service Worker 5.5 hours per day/3 days per week – Bedford Senior Center**

1623 W. Sterns Road  
Temperance, MI 48182

#### **NONDISCRIMINATION POLICY**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bedford Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries should be addressed to:

Bedford Public Schools  
Office of Human Resources and Labor Relations  
1623 W. Sterns Road  
Temperance, MI 48182  
(734) 850-6000

Application for the above positions must be made in the Human Resources Office no later than **3:00 p.m. on Monday, May 29, 2017 or until filled.**

5/15/2017

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