



# Notice of Vacancy

South Lyon Community Schools  
345 S. Warren  
South Lyon, MI 48178

**POSITION:** (G20) Food Service Cook/Baker

**LOCATION:** **Hardy Elementary**

**QUALIFICATIONS/  
RESPONSIBILITIES:** See Attachment

**TERMS OF  
EMPLOYMENT:** Three (3.75) hours per day  
9:30 am – 1:15 pm

**RATE OF PAY  
AND FRINGES:** Per Master Agreement

**BEGINNING DATE:** As soon as possible

**DEADLINE FOR  
APPLICATION:** October 4, 2021

**APPLICATION:** Please send a statement outlining reasons for applying and skills you feel will qualify you for this position to:  
  
Cherie Myers-Trent, Manager of District Food Service  
[myers-trentc@slcs.us](mailto:myers-trentc@slcs.us)  
South Lyon Community Schools  
22727 Griswold Road  
South Lyon, MI 48178  
(248) 573-8925

**DATE OF POSTING:** September 27, 2021

# **SOUTH LYON COMMUNITY SCHOOLS JOB DESCRIPTION**

## **FOOD SERVICE COOK/BAKER**

- QUALIFICATIONS:**
1. High School diploma.
  2. Ability to read and interpret recipes.
  3. Must be neat, clean, well-groomed and exemplify proper appearance for a Food Handler.
  4. Ability to work under extreme heat conditions.
  5. Physical stamina to lift 25 pounds and work entire shift while standing and walking.
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Manager and Supervisor of Food Services

**JOB GOAL:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

- RESPONSIBILITIES:**
1. Follows sanitation standards set by department at all times.
    - a. Follows proper food handling to prevent food borne illness using gloves when necessary.
    - b. Follows proper procedure to keep work area and equipment sanitized at all times.
    - c. Washing hands before work shift begins, when returning from restroom, break area, coughing, sneezing, handling money, or whenever possible contamination of food could occur.
  2. Assist as necessary as cashier, server in lunch and ala carte sales.
  3. Must take part in clean up, dish washing, cleaning prep area, serving area, refrigerators, freezers, stock room and all food service equipment.
  4. Must be willing to use all food equipment in kitchen including mixers, slicers and deep fryers.
  5. Must be willing to assist in any food prep area where needed or assigned by Manager.
  6. Must be willing to work efficiently under time scheduling guidelines, as directed by Manager or Supervisor of Food Services.
  7. Must be willing to make any changes considered necessary by Supervisor to improve quality and/or efficiency of Food Service Program.
  8. Must be willing to work with and relate well with fellow workers and be courteous with all customers.

9. Must be willing to follow merchandising techniques as considered necessary by Supervisor of Food Services.
10. Must report to work, have hands washed and be ready for days work at assigned time.
11. Maintains the highest standards of safety and cleanliness in the food service area.
12. Reports immediately to the Manager or Supervisor of Food Services any problem or accident occurring in the kitchen or the cafeteria premises.
13. Shall be responsible for other miscellaneous duties as assigned from time to time by the Manager or Supervisor of Food Services.

### **TERMS OF EMPLOYMENT**

Ten Month Employee

Work days determined by school in-session schedule.

6/3/16