



# Notice of Vacancy

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

**POSITION:** (G46) Food Service Cook/Baker

**LOCATION:** Bartlett Elementary School

**QUALIFICATIONS/  
RESPONSIBILITIES:** See Attachment

**TERMS OF  
EMPLOYMENT:** Three and three quarter (3.75) hours per day  
10:00 am - 1:45 pm

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

**BEGINNING DATE:** As soon as possible

**DEADLINE FOR  
APPLICATION:** Until filled

**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)

**DATE OF POSTING:** April 21, 2022

**SOUTH LYON COMMUNITY SCHOOLS**  
**JOB DESCRIPTION**  
**FOOD SERVICE COOK/BAKER**

- QUALIFICATIONS:**
1. High School diploma
  2. Ability to follow and interpret directions and recipes, both written and oral.
  3. Must be neat, clean, well-groomed and exemplify proper appearance.
  4. Ability to relate well with fellow co-workers, students and building staff.
  5. Must be trustworthy and maintain strict confidentiality at the high level of integrity.
  6. Must have physical stamina to lift 40 pounds, work under extreme hot and cold conditions and work entire shift while standing and/or walking.
  7. Must have full use of all limbs (arms, hands, legs, feet), to accomplish assigned tasks.
  8. Shall be familiar with the operation of computers.
  9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** On-site Food Service Manager and District Food Service Manager

**JOB GOAL:** *To follow USDA and Department of Health & Sanitation guidelines, while serving students attractive & nutritious meals efficiently, in a clean and warm atmosphere.*

- RESPONSIBILITIES:**
1. *Maintain the highest standards of **safety, cleanliness and sanitation standards**, as set by the Department of Health & Sanitation, as well as the SLCS Food Service Department.*
  2. Follow USDA guidelines for Service, Point of Sale (POS) and Offer vs Serve.
    - a. *Correctly identify a reimbursable meal*
    - b. *Identify correct servings and utensils to support proper portions*
    - c. *Follow the menu, unless directed otherwise by On-site Food Service Manager and/or District Food Service Manager*
  3. Assist in the following areas: cashiering, ala carte sales, serving, food preparation, dishwashing, cleaning and properly sanitizing prep area, serving area, refrigerators, freezers, stock room and all food service equipment.
  4. Stock and rotate food and supplies in stock room and freezer using the “**First In - First Out**” method to maintain freshness of products.
  5. Proper use of all equipment, including knives, mixers, ovens, steamers, dishwasher, computers, etc...
  6. Must report to work five (5) minutes prior to shift, hands washed and ready to work efficiently under time scheduling guidelines, as directed by On-site Food Service Manager and District Food Service Manager.
  7. To improve quality and efficiency of the Food Service Department, must be flexible/willing to adjust to school location changes, as deemed necessary by On-site Food Service Manager or District Food Service Manager.
  8. All concerns and accidents occurring in the kitchen and cafeteria areas are to be reported *immediately* to the On-site Food Service Manager or District Food Service Manager.
  9. Shall be responsible for other miscellaneous duties, as assigned by On-site Food Service Manager and District Food Service Manager.

**\*\*\* PERSONAL CLEANLINESS IS AN ABSOLUTE MUST! \*\*\***

**GENERAL INFORMATION:**

1. *Must follow all Department of Health & Sanitation, as well as SLCS Food Service Department regulations.*
  - a. **HANDWASHING** - Handwashing **MUST** take place: prior to start of shift, while preparing and serving food items, after restroom and break area usage, after coughing, sneezing, cashiering/handling money and whenever potential cross-contamination of food may occur.
  - b. **GLOVES** - To prevent foodborne illnesses, follow proper food handling procedures by wearing gloves while preparing and serving food items, in between tasks and whenever necessary.
  - c. **UNIFORMS** - All staff are required to wear a smock top with short sleeves, pants should be polyester or cotton (*No jeans, corduroys, yoga and athletic pants permitted*), shoes must be closed toe with rubber soles (*No sandals*).
  - d. **HAIR** - Hair must be neat and contained with a hairnet or ball cap
  - e. **JEWELRY** - Plain wedding band and post earrings **ONLY** (*No hoops, settings, dangle earrings &/or facial jewelry*).
  - f. **NAIL POLISH** - *No nail polish, artificial nails, acrylics, get, etc.*
  - g. **CELL PHONES** - For sanitary purposes, **cell phones** must remain in breakroom or kitchen office at all times.
  - h. **DISTRICT BADGE** - District badge is to be worn at all times.
  - i. **LUNCH BREAK - 15-minute break** for **3.75 hr. - 4.50** positions **ONLY**
2. All **absences** must be reported by **7:00 a.m.**, via phone, text or email to:
  - a. *District Food Service Manager*
  - b. *On-site Food Service Manager*
3. Completed ***Individual Absentee Request Form (PTO)*** must be submitted to **District Food Service Manager** in a timely manner for all absences.
4. Ten Month Employee
5. Work days determined by school in-session schedule
6. Pay dates are on the **10<sup>th</sup>** and **25<sup>th</sup>** of each month

*Cherie Myers-Trent*  
SLCS District Food Service Manager  
Phone: 248-573-8925  
Cell: 248-767-7973  
[myers-trentc@slcs.us](mailto:myers-trentc@slcs.us)

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Food Service Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_