

Camden-Frontier Schools

4971 W. Montgomery Road

Camden, MI 49232

Administration

Scott Riley
Superintendent
K-12 Principal

William Sours
K-12 Assistant Principal/Athletic Director

Business Office (517) 368-5991 Fax (517) 368-5959
High/Middle School Office (517) 368-5255 Fax (517) 368-5959
Elementary School Office (517) 368-5258

Board of Education

Scott Nicholls, President
Matt Shiery, Vice President
Barbara Balbo, Secretary
Nathan VanAken, Treasurer
Gary Morrison, Trustee
JR VanAkin, Trustee
Mike Vondran, Trustee

Posting Date: June 28, 2018

Position: Food Service Assistant

Work Hours/Days: 6 ¾ hours per day

Compensation: Per CF ESP Contract

Preferred Qualifications: H.S. Diploma/Previous experience in food service industry

Responsibilities:

- Initiates breakfast program/prepares items to be served
- Follows safe food handling procedures
- Prepares lunch items to be served
- Maintains proper food temperatures
- Maintains daily food production records
- Serves food to students and staff from the cafeteria counter
- Encourage responsible student behavior and report uncooperative students to supervisor
- Communicates to supervisor any issues that arise or changes that may occur
- Informs supervisor of items needed for breakfast and lunch preparation and assist in filling out order sheet
- Informs supervisor of milk and bread orders and assist in filling out order sheet
- Assist in communicating in writing with delivery driver the needs for next two days
- Assist in completing monthly food safety and physical audits
- Communicates to supervisor food safety or physical safety issues
- Assist in completing beginning of school year inspection and reports to supervisor issues to be addressed
- Cleans and maintains assigned work areas and food handling areas
- Conducts end of school year clean up and securing of products used
- All other duties as assigned

Please send: cover letter, resume, 3 references to:

Attn.: Scott Riley, Superintendent
Camden-Frontier Schools
4971 W. Montgomery Rd.
Camden, MI 49232
scott.riley@cfss.org

Deadline: Friday, July 13, 2018