

Bouse Elementary School District

JOB TITLE: Food Service Staff

<b>Position Type: At Will</b>	<b>Department: Food Service</b>
<b>Position: Food Service Staff</b>	<b>Reports to: Administrator</b>
<b>Salary Range: \$12:00 - \$15.00</b>	<b>Location: Bouse Elementary School</b>
<b>Term of Employment: 10 Month Calendar</b>	<b>Date: 8/2017</b>
<b>Shift: Day</b>	<b>Approved by: Bouse DGB</b>

**We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.**

**POSITION SUMMARY:** *The Central Kitchen Manager supervises and coordinates food services at the school to ensure proper nutrition and to safeguard the health of students, staff and visitors. Must maintain requirements of USDA child nutrition programs. Must work closely with staff and administration to accomplish these tasks.*

**ESSENTIAL FUNCTIONS:**

- Supervises kitchen staff
- Maintains daily communication with elementary servers to address facilities and production needs or concerns.
- Maintains product levels through purchasing, receiving and inventory control.
- Prepares and delivers effective and ongoing sanitation training and ensures staff compliance with sanitation standards.
- Conducts daily inspections of all areas of the facility to insure compliance with established standards.
- Supervises student meal service to insure the requirements for reimbursable meals are being met.
- Communicates with students, teachers and parents to obtain feedback on food service experience.
- Ensures production records and reports are maintained in accordance with state and federal requirements.
- Responsible to ensure Health Department scores exceed 90 with no red violations in the kitchen.
- Proactively maintains equipment to ensure top performance and life.
- A current and thorough knowledge of state requirements for school food service is maintained as measured by random testing.
- Food is of consistent quality because it is prepared by standardized recipe and sanitation standards.
- Comply with all of Bouse Elementary policies and procedures to the best of your ability.

**CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.
- High school diploma or equivalent

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

**TO APPLY FOR THE POSITION OF FOOD SERVICE ATTENDANT**

Please send the following:

- Cover Letter
- Resume
- Educational Vitae
- Unofficial Transcripts
- Copies of Certifications
- Three current Reference Letters

The packet can be mailed to:      Bouse Elementary School District #26  
PO Box S  
Bouse, Arizona 85325  
Attention: Search and Screen Committee

Or delivered to:                      Bouse Elementary School District #26  
44936 Joshua Drive  
Bouse, Arizona 85325  
Attention: Search and Screen Committee

Or emailed to:                        [BEsearchscreen@yahoo.com](mailto:BEsearchscreen@yahoo.com)