

**Food Service Supervisor/Head  
Cook**

**WAUZEKA-STEUBEN  
SCHOOL DISTRICT**

**The School District of Wauzeka-Steuben is seeking qualified applicants for a Food Service Supervisor/Head Cook position. Start date negotiable, but no later than July 1, 2020.**

**Salary and benefits to be regionally competitive, commensurate with education and experience.**

**To Apply: Send cover letter, resume, and two letters of recommendation by April 3, 2020 to:**

**Dave Alexander, Interim District Administrator  
School District of Wauzeka-Steuben  
301 E. Main Street  
Wauzeka, WI 53826  
[alexadav@wauzeka.k12.wi.us](mailto:alexadav@wauzeka.k12.wi.us)**

**Complete Job Description can be seen at  
[www.wauzeka.k12.wi.us](http://www.wauzeka.k12.wi.us)**

## **Food Service Supervisor/Head Cook**

The School District of Wauzeka-Steuben is seeking qualified candidates to fill the position of the Food Service Manager/Head Cook. We are looking for candidates who have successfully demonstrated leadership experience in a food service capacity. Since this is a small school district, the right candidate has to be comfortable serving in multiple roles at once—kitchen and staff supervisor, food service director, and a hands-on head cook.

### **Qualifications**

1. High School diploma or GED
2. Preferred – State recognized certification for school nutrition program directors AND one year of relevant school nutrition management experience.
3. Serv Safe Certified – not more than 5 years prior to starting date OR within 30 days of start date.
4. Must be willing to obtain 12 hours of additional training annually (per DPI requirement)
5. Ability to supervise, train and evaluate food service staff.
6. Training/knowledge of nutritional needs/requirements for school students and staff.
7. Proficient computer skills to accomplish work related functions (Word, Excel, school software such as SKYWARD)
8. Detail oriented
9. Understands customer service
10. Sincere interest in and positive attitude toward school age students.
11. Commitment to high professional standards and ethics
12. Ability to work well in a busy environment under time constraints.

### **Reports to:**

**District Administrator**

### **Supervises:**

**Cooks, Substitute Food Service Employees, Student Workers**

### **Primary Functions**

Planning and executing monthly student meal menus for school nutrition program, including breakfast, lunch and after school meals. Ordering food and supplies. Lead cook with the preparation of all meals. Ensure food service staff work efficiently and follow required food preparation procedures. Serve the students attractive and nutritious meals in an atmosphere

of efficiency, cleanliness and warmth. Assigns day-today food service tasks. Completes required reporting.

### **Primary Responsibilities**

- Oversee all food service operations
- Plan and purchase food for food service programs. Keep records of all supplies and purchases.
- Prepare daily production records for breakfast, lunch, ala carte items, salad bar, and after-school meals.
- Sources local foods whenever possible and most cost efficient.
- Maintain required records including daily food production for all programs, inventory, income/expense, meal counts and personnel records.
- Ensure program follows required policies and procedures—especially food preparation and sanitation procedures.
- Hire, train, and manage all food service staff including cooks, assistants, and student workers.
- Prepare/manage work schedules of food service staff. Checks/approves food service staff time sheets.
- Reports any problems/accidents occurring in the cafeteria/kitchen to the building principal.
- Confers with the District Administrator and/or principal regarding personnel problems.
- Assign/manage training schedule for all food service staff per Wisconsin DPI requirements.
- Conduct employee reviews per established schedule.
- Plans menus that respond to student preferences and special dietary needs.
- Works with business official to plan and budget for all food service programs, including setting prices for meals, ala carte items, after-school meals, etc.
- Applies for government surplus food commodities for school cafeteria use.
- Checks bills/purchase orders for accuracy before presenting to the business office for payment.
- Monitors all food service equipment, including refrigerators, freezers, stoves, and microwaves.
- Completes all end-of-year reports (required) prior to annual class roll-over.
- Establish/train food service staff in positive customer service principles.
- Participates in the preparation of food as needed.
- Arranges for substitutes (when needed)
- Other related duties as assigned by the District Administrator.

### **Working Conditions**

Work is performed in a noisy kitchen environment where job task interruptions can be frequent. Temperatures in the kitchen can vary from above 100 degrees to below freezing. Floors are often slippery and the employee works with moving mechanical parts and around hot surfaces.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Frequent standing and walking; occasional balancing, stooping, kneeling, crawling, bending and lifting of up to 50 pounds.
- Ability of the hands to manipulate tools and instruments including: a grinder, mixer, food slicer, can opener, and other kitchen appliances.
- Must be able to work in close quarters.
- Exemplary attendance required.

### **Terms of Employment**

This is a 100% position. Salary, benefits, and length of work year to be determined by the District Administrator and Board of Education.

Salary to be regionally competitive, commensurate with education and experience.