

Delton Kellogg Schools

327 N Grove Street
Delton, Michigan 49046

Internal/External Posting

POSITION TITLE:	Concessions Worker
DEPARTMENT:	Food Service
REPORTS TO:	Director Food Service
PREPARED BY:	Superintendent's Office

DATE: 03/23/2022

SUMMARY:

To assist the Food Service Department in scheduled sporting events in the concession stands.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Notifies Food Service Director when supplies are low.

Operates cash registers, calculator, basic math skills, cash handling, filling out required paperwork.

Work with Food Service Director and Production Coordinator to coordinate staff and problem solve effectively during events.

Forecast and project sales for upcoming events.

Promotes customer satisfaction by merchandising and serving items in an attractive manner.

Assures that sanitation and safety practices in all phases of the operation are concurrent with state agency guidelines.

A working understanding of forms for reporting and accounting for items served.

Maintain accurate files and records

Other duties as assigned by the Superintendent or his/her designee.

ServSafe Certification is preferred.

SUPERVISORY RESPONSIBILITIES:

Ability to effectively communicate with students, staff and customers, in an outgoing, friendly manner.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Previous experience in overseeing a production kitchen. A working knowledge of concessions is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Working knowledge of quantity food preparation, sanitation principals, menu planning, inventory control, record keeping, and production schedules. Previous experience in food service management. Ability to apply knowledge of current research and theory in specific field. Ability to operate a Personal Computer and related software. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand for long periods of time and occasionally talk and or hear. Specific vision abilities required by this job include close vision, color vision, and depth perception. The employee may drive to get from building to building. The employee must occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. Work is performed indoors. The person is exposed to heat, steam, and food vapors while working. This person will wear clothing in accordance with kitchen policy.

Reports to: Food Service Director

Contract Terms: August-June

Probationary Period: One Calendar Month

Rate of Pay (after probation) \$12.90

Deadline: until filled

Interested applicants should fill out an application and send to:

Delton Kellogg Central Administrative Office
Carl Schoessel, Interim Superintendent
327 N. Grove Street
Delton, MI 49046
michelle.green@dkschools.org

The final candidate for this position will be required to furnish Delton Kellogg Schools (at your cost) with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Delton Kellogg Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.