

FOOD SERVICE ASSISTANT

(Part-Time)

BASIC FUNCTION: Under the direction of the School Kitchen Manager, Food Service Assistants perform a variety of general food production and service duties necessary for the efficient operation of the school kitchen.

THE DUTIES:

On a rotating basis, Food Service Assistants perform any one or combination of the following:

- ❖ Prepare various entrees, desserts, salads and bread products
- ❖ Operate kitchen equipment
- ❖ Portion food
- ❖ Inventory food and supplies
- ❖ Serve meals to students and adults
- ❖ Collect money for food sales and operates cash register/computer
- ❖ Wash dishes, utensils, and pots and pans
- ❖ Clean kitchen, cafeteria and related work areas
- ❖ Perform other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE BENEFITS:

- ❖ School year employment - all holidays, weekends and summers off
- ❖ Work while your children are in school.
- ❖ 134 work sites--possibility of employment close to home
- ❖ On the job training; varied job responsibilities
- ❖ Salary advancement opportunities
- ❖ Promotional opportunities available.

THE REQUIREMENTS:

1. At least 18 years of age at time of application.
2. Successful completion of a job-related medical examination.
3. Ability to move and transfer objects weighing up to thirty pounds.

NOTE: Successful candidates must purchase their own uniforms. Further information will be available at time of orientation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Basic knowledge of a computer to input meal counts
- Good customer service skills
- Ability to move and transfer objects up to 30 pounds unassisted
- Ability to handle a high level of daily repetitive motion with hands and arms in food preparation and delivery activities
- Ability to operate food service machinery and equipment

THE STARTING PAY IS: \$10.81 per hour, with increases possible to \$12.85 per hour. Because these are part-time positions, Food Service Assistants in entry-level positions are not entitled to receive fringe benefits.

Food Service Assistant

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuing examination. Applications will be accepted and examinations held during **2012** as often as required to meet the needs of Milwaukee Public Schools. Candidates may take an examination for Substitute Handicapped Children's Assistant only once every six months. Qualified applicants will be notified by mail of the date, time and place of the test.

APPLICATION BLANKS, and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, or by calling (414) 286-3751.

#12-068—KF (AK) - 5/31/12 - EEOC (8)

FOOD SERVICE ASSISTANT