

Hopkinton Public Schools
An Equal Opportunity Employer



NOTICE OF VACANCY

Job Posting # 19-03

Opening Date: July 9, 2018

Closing Date: Open Until Filled

TITLE: Cafeteria – Cook/Manager
TYPE OF POSITION: Part-time; 7.0 hours/day (35 hours/week); anticipated start date late August, 2018;
Salary per contract (range \$20.08-\$22.67/hour), commensurate with experience
LOCATION: Middle School, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified candidates

The **Cafeteria Cook/Manager** is responsible for the supervision, and management of the food service operation of the assigned building. The incumbent ensures that appropriate quantities of food are prepared and served, and maintains compliance with local, state, and federal regulations including public health and safety. The Cafeteria Cook/Manager reports to the Director of Food Service, and the School Principal.

DUTIES

Duties include, but are not limited to:

1. Coordinates the daily operation of the cafeteria by planning, directing, supervising and participating in the preparation and serving of all food in the cafeteria;
2. Manages food service staff. Produces and maintains daily work schedules for all cafeteria employees;
3. Maintains food production and service based on pre-determined lunch menus;
4. Assumes responsibility for the weekly ordering, receiving, inventorying and security of all food and supplies. Supervises the storage and care of all food and supplies;
5. Tracks and submits vendor invoices;
6. Other duties, as assigned.

QUALIFICATIONS

To be considered qualified for this position, candidates must have the following:

1. High school graduate or GED preferred;
2. ServSafe certification (assistance available to selected candidate, if needed);
3. Ability to read basic operating and use instructions;
4. Ability to give instructions and information in a clear, concise manner and to ensure that these instructions are carried out;
5. Thorough knowledge of food service and sanitation practices;
6. Such alternatives to the above qualifications as the Food Service Director or Superintendent may find appropriate.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference job posting #19-03 and your last name (as, 19-03 Jones) in the subject line, and submit:

1. Current employees of the school system may apply by submitting a letter to the Human Resources Director, indicating their interest. The letter should outline skills, training, and experience relative to the position.
2. Other applicants should complete and submit a Hopkinton Public Schools application for employment (attached to the end of this vacancy announcement, and also available at the address below, and on our web site at: <http://www.hopkinton.k12.ma.us>), which should include the contact information for at least three professional references.

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us **Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send your application to:*

Human Resources (Job Vacancy #19-03)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete submissions will not be considered.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.

