



## **Job Description**

**Position:** Summer School 2025 - Frontline Food Service Worker

**Work Year:** Seasonal

**Reports to:** Summer School Director

### **Position Overview:**

Food Services for all SD104 Summer School Nutrition Programs

### **Duties:**

- Available daily during summer school food service hours and on occasional special event as determined by the Summer School Director.
- Follow all food service instructions for meal preparation and replenishment per current (FSMC) Food Service Management Co. and/or manufacturer instructions for daily menu components. This includes and is not limited to the general handling of potential bulk meal components; the processing/cutting of bulk meal components; the assembling of individual single-serving packaging of bulk meal components; the general handling of pre-packaged single-serving meal components; the assembling of combined single-serving pre-packaged component meal packs for each summer meal program; POS (point of service) distribution; production assessment; product inventory; the monitoring, placing of online food/milk orders and maintaining of appropriate levels of food/milk for service; maintenance of proper food storage; and completion of all applicable daily records.
- Process, monitor and maintain receipts of all food service deliveries (food, milk, supplies); safely store received deliveries and supplies as applicable into correct areas for refrigeration, freezer, and dry storage.
- Maintain daily and monthly summer food service records for each period (June 10, 2025 through June 30, 2025) and (July 1, 2025, through July 17, 2025). Food Service Staff will maintain and process all daily paperwork including daily meal count documentation, daily meal orders, production records; waste-log, duty roster, sanitation log, commodity inventory, delivery receipts, temperature [refrigeration/freezer/dry storage] and QC [quality control] logs, and any other required records as described and mandated by the USDA and ISBE School Nutrition Programs for each SD104 Summer School Meal Program and the (FSMC) Food Service Management Co.
- Follow food service and personal hygiene requirements as per Food Handler Certification, FDA Food Code 2022 and (FSMC) Food Service Management Co. HACCP and Standard Procedure Manual. This includes and is not limited to the use of food service hairnets; disposable food service gloves; attire (i.e., closed heel/closed toe non-slip shoes, full-length pants, food service apron, fitted outerwear [to prevent slip and fall; to prevent snagging/catching of clothing to equipment; limited use of jewelry and no loose jewelry; general health guidance as per Health Dept. Form 1-B; and all other as applicable.

- Daily cleanup and sanitation of work areas, storage areas, various food service equipment, utensils smallware/appliances, cafeteria, and/or all POS meal distribution areas.
- Lifting, opening, closing, moving, and storing of delivered school meal products **into** appropriate refrigeration, freezers, dry storage areas; and **out of** these units and storage areas into the cooking area for meal preparation and processing.
- All other summer food service duties that may be assigned by the Summer School Director and/or the current (FSMC) Food Service Management Co.

#### **Qualifications:**

- Current Food Handling/Food Service Certification (ANSI accredited)

#### **Experience:**

- School frontline food service experience is required.

#### **Skills:**

- Proficient in English (verbal and written communication).
- Ability to follow verbal and written instructions; and work independently.
- High degree of multi-tasking and time management capability.
- Ability to use computer (Microsoft Office 365, Outlook Email, and web-based applications).
- The person in this position will use a computer for all (FSMC) Food Service Management Co. web-based food service processes including the placement of online meal orders, accessing meal menus and all other per the (FSMC) Food Service Management Co.
- The person in this position will be responsible for communicating and responding via Microsoft 365 Outlook Email to the Summer School Director and the (FSMC) Food Service Management Co.
- Ability to write/type reports and general correspondence.
- The person in this position frequently communicates with patrons such as staff members, vendors, and students.
- Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

#### **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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.
- Frequently moves boxes weighing at least 50 pounds across kitchen area for various needs.
- Physical ability to perform tasks that may require bend, reach above the head, as well as forward.

**Special Instructions to Applicants:**

- **Summer School Food Service Schedule:**

**Location:** Walsh Elementary School Kitchen and Cafeteria

**Food Staff Hours:** June 09, 2025 (Prep Day)      \*9:00AM to 12:00PM  
June 10, 2025 - July 17, 2025      \*7:00AM to 1:00PM (\*subject to change).

(\*No student attendance /no summer food service on Fridays; 6/19/25 nor 7/3/2025)