



Cicero School District #99

Job Title: *Lunchroom Hostess*

Reports To: *Principal, Food Service Director, Assistant Supt. for Business Affairs*

Position Summary

Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and Federal requirement and laws regarding nutrition, sanitation, safety and record-keeping.

Qualifications & Requirements

- Any combination equivalent to: high school diploma, G.E.D. certificate or demonstrated progress toward obtaining a G.E.D.
- IDPH Food Safety Sanitation Manager Certificate
- Ability to maintain a safe, efficient work environment
- Familiarity with Computer Software with experience in Microsoft Word and Excel
- Able to oversee food service workers, training and production of food
- Knowledgeable in meal planning, nutritional guidelines and proper food handling and safety
- At least 6 hours of annual continuing education/training

Duties & Responsibilities

- Carrying out all daily tasks in a manner that advances Cicero District 99's visions and goals
- Preparation and service, as needed, of all food required in the food services program
- Estimates and orders amount of food and supplies needed
- Directs, assigns, schedules and evaluates food service personnel; conducts training sessions for new employees
- Inspect lunchroom and kitchen area daily to assure compliance with health, safety and sanitation requirements and regulations
- Trains and assist employees in the proper handling of foods, correct use and care of equipment
- Receive and account for all monies collected
- Maintains, prepares and reviews menu production records, inventories, logs and reports, accumulates data and inputs information into computer as appropriate; files documents as necessary
- Communicates with students, staff, and faculty and outside organization to exchange information, receives suggestions and resolves issues related to food service.
- Demonstrates regular attendance and punctuality
- Performs other duties consistent with the position assigned as may be request by the Food Service Director or Superintendent

Supervisory Responsibilities

Supervises Lunchroom Back-up Hostess

Supervises Lunchroom Supervisors

Physical requirements

Incumbent is required to:

stand for extended periods of time;

lift heavy objects on a regular basis;

do repetitive tasks with few breaks.

Terms of Employment

School Term

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.