



Board of Education
61 ECHO LAKE ROAD
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TO: All District Staff

FROM: Lisa Fekete
Acting Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY

DATE: September 17, 2025

Food Services-Cook/Baker

Position Title: Cook/Baker - PES

Location: Polk Elementary School

Position Reports To: Director of Food Services/ Cafeteria Manager

Job ID: #2393

Internal Close Date: September 24, 2025

External Close Date: October 8, 2025

Anticipated Start Date: ASAP

Required Certifications & Qualifications

- Experience cooking and baking in a foodservice operation
- Current ServSafe Certification (Manager's Certification)
- Must be able to lift up to 40lbs
- Requires full range of body motion, including reaching, stooping, bending and walking

Preferred Qualifications

- Knowledge of food safety basics related to the proper preparation and serving of food
- Knowledge of the proper cleaning and sanitary requirements in food preparation areas
- Willingness to operate a point of sale (POS) system; familiarity with Mosaic POS preferred
- A spirit of cooperation and teamwork
- Requires standing for extended periods of time

Essential Skills, Knowledge Performance Abilities

- Preparation and serving of breakfast and lunch
- Operates cooking equipment and performs necessary cooking, baking, and other meal preparation outlined on daily menus
- Operates POS system on the serving line, balances the daily sales, and prepares the necessary production paperwork as required
- Sets and resets the serving line and restock serving areas as needed
- Assists with general cleanup, dish washing, cleaning and sanitation of the food preparation areas, and laundry
- Serves on the student line as necessary
- Follow proper job safety, health, cleaning, and quality control practices
- Attends department meetings as necessary

Additional Duties

Perform all other duties that may be assigned by the Cafeteria Manager/ Food Service Director
Terms of Employment
Refer to Cafeteria Union Contract
Work Schedule
30 hours per week -7:30a.m. - 1:30p.m.
<p>All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.</p> <p>*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.</p>