



## **POSTING**

(internal/external; 10-day, per union agreement)

**November 19, 2020**

<b><u>POSITION:</u></b>	<b>NUTRITION SERVICE WORKER (Manistee Middle/High School Meals on Wheels Assistant)</b>
<b><u>HOURS:</u></b>	Monday through Friday, 7:30am – 12:30pm <b>This is a part time, year round position</b>
<b><u>JOB DESCRIPTION</u></b>	<p>Candidate must possess excellent customer service skills, have knowledge of Senior meal food service basic skills, be able to lift 40 lbs., must have the skills necessary to prepare, produce &amp; seal all meals for the Meals on Wheels Program, must be ServSafe Certified.</p> <p>Primary Duties will be setting up meals for the Meals on Wheels Program, cooking, following the Senior meal menu, assisting the Meals on Wheels Lead Cook, dishwashing duties, production records, cleanup, properly receiving and storing leftovers.</p> <p>Duties may include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Prepare meals in accordance with the Manistee County Council on Aging Senior meal requirements</li><li>• Put away stock and rotate on a First In-First Out basis</li><li>• Keep the freezer organized and clean</li><li>• Order products that fall below par balances</li><li>• Set Up, help Cook, Seal and organize the shipment of all senior meals for delivery. (There will be multiple routes &amp; congregate feeding sites each day)</li><li>• Bagging &amp; Cupping all meal components required for the day.</li><li>• Maintain proper production reports &amp; temperature logs.</li><li>• Any other duty assigned by the Food Service Director.</li></ul>
<b><u>START DATE:</u></b>	Dec. 18 <sup>h</sup> 2020, or sooner
<b><u>PAY/BENEFITS:</u></b>	Per Contract Agreement
<b><u>EXPIRATION DATE:</u></b>	December 2, 2020 at 3pm
<b><u>TO APPLY:</u></b>	Please submit a letter of interest, application and resume, if available, to: Sara Schubert MAPS Central Office sschubert@manistee.org

**DISTRICT POLICY:** *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*