

Rosholt School District  
P.O. Box 310  
Rosholt, WI 54473

Position Vacancy: Cook/Baker

Date: August 7, 2017

Qualifications: 1) Interpersonal skills to deal courteously and effectively with students, teachers, administrators and the public.  
2) High School Diploma.  
3) Training and/or experience in quantity food preparation, baking, food handling, sanitation procedures, and kitchen equipment operation.

Hours: 5 ¾ hours daily Monday-Friday (7:15 a.m. – 1:30 p.m. with ½ hour unpaid break), school year position

Salary: \$13.68 per hour with a probationary period of 90% of \$13.68 for the first 90 days, 95% of \$13.68 for the second 90 days, \$13.68 per hour thereafter.

To Apply: Interested persons should complete an application form and return along with three letters of reference no later than noon on Thursday, August 17, 2017 to:

Marc Christianson  
District Administrator  
Rosholt School District  
P.O. Box 310  
Rosholt, WI 54473  
715- 677-4542

Applications and job descriptions are available on our website at [www.rosholt.k12.wi.us](http://www.rosholt.k12.wi.us) or in the District Office. See job description for further information on responsibilities.

Posted: August 7-17, 2017

The Rosholt School Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices, or on the basis of transgender status, change of sex or gender identity.

If you need accommodations for accessibility during the application process, please call 715-677-4542 for further assistance.

**ROSHOLT SCHOOL DISTRICT**

**JOB TITLE:** Cook/Baker

**DOT TITLE:** 313.381-030 Cook, School Cafeteria  
313.381-010 Baker  
311.677-014 Counter Attendant

**JOB SUMMARY:** To serve students/faculty attractive, nutritious and appetizing meals in an atmosphere of friendliness, efficiency, cleanliness, and warmth.

**REPORTS TO:** Food Service Supervisor

**JOB DUTIES:** Duties have been identified as Essential Tasks or Additional Job Functions for the job.

**Essential Tasks:**

1. Prepares entree and other menu items as directed by the Food Service Supervisor.
2. Maintains a safe, efficient, clean, and orderly food service production area, food servicing area and food storage areas.
3. Assists with the cleaning of refrigerators, ovens, storerooms at regularly scheduled intervals, as directed by the Food Service Supervisor.
4. Assists with the daily clean-up of kitchen, cafeteria, dishroom and equipment.
5. Responsible for storage and disposal of unused food.
6. Assists in the serving of food in a quick and pleasant manner. Replenishes food line supply as needed. Fills out daily production sheets.
7. Follows Board policies and Support Staff Employment Handbook in regard to general operating procedures.

**Additional Job Functions:**

1. Performs other duties as assigned by the Food Service Supervisor or District Administrator.

**QUALIFICATIONS:** Qualifications have been identified as Required or Preferred for the job.

**Required:**

1. Interpersonal skills to deal courteously and effectively with students, teachers, administrators, and the public.
2. High School Diploma.
3. Training and/or experience in quantity food preparation, baking, food handling, sanitation procedures, and kitchen equipment operation.

#### **TYPICAL PHYSICAL CHARACTERISTICS:**

The Dictionary of Occupational Titles characterizes this job as a Light/Medium position. Light/Medium work is defined as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Medium Work: Exerting 20-50 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light work. In the Rosholt School District the maximum lifting required for this job is 35 lbs.

The Classification of Jobs further defines the physical factors as: occasional stooping, crouching, feeling, hearing, tasting/smelling, accommodation, and color vision; frequent reaching, handling, fingering, and near acuity.

Equipment Required: hair net or baseball cap, and slip resistant shoes.

#### **TERMS OF EMPLOYMENT:**

Salary and fringe benefits as per Board of Education. School year position according to calendar established by the Board of Education.

#### **EVALUATION:**

Annually by Food Service Supervisor.

REVISED: December 13, 1994  
September 13, 2016