

HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST – September 12, 2025

CAFETERIA INTERNAL POSTING

POSITION: Alternative Education / Satellite Kitchen Crew Leader

LOCATION: Village Elementary School and Legacy High School

HOURS: Monday - Thursday 7:30 am until 2:30 pm (7 hours)
Friday – 7:00 am until 2:00 pm
(Student full days only and other mandatory days)

OTHER: Must travel once daily in own vehicle from Village Elementary School to Legacy High School. Mileage will be reimbursed.

BARGAINING UNIT: Food Service Association

DATES OF POSTING: September 12 - 18, 2025

QUALIFICATIONS: See Attached Job Description

Interest in the position must be in writing and submitted to Lisa Archey, Student Nutrition Director. Please email Ms. Archey before 3:00 p.m. on Thursday, September 18, 2025, at lisaarchey@hartlandschools.us

This position includes, but is not limited to, running a cash register (requires basic computer skills), ordering, putting away stock, cooking and following SOP procedures and HACCP regulations. This position is responsible for the serving of breakfast and lunch at the assigned building. APPLICANT MUST BE AVAILABLE TO ATTEND MONTHLY CREW LEADER MEETINGS.

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

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JOB DESCRIPTION

TITLE: **CREW LEADER**

QUALIFICATIONS:

1. High School diploma or equivalent
2. Good character, cooperative nature, and good communication skills.
3. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
4. Ability to take direction, plan tasks and delegate responsibilities.
5. Must be able to work independently.
6. Manage: inventory of food, paper, and cleaning supplies.
7. Must be comfortable with basic computer applications.
8. Must be able to handle money and complete paperwork.
9. Must have experience in cooking, baking, following recipes, and food service operations.
10. Must have demonstrated the necessary abilities through job shadowing, substituting, and job sharing, etc.
11. Certification of good health, including lifting of up to 50 lbs., evidence of freedom from physically limiting back problems, signed by a licensed physician.
12. Demonstrated record of good attendance.
13. Must understand and follow all HACCP guidelines.
14. Must have a working knowledge of how to use and care for equipment.
15. Must be well groomed, pleasant, and tactful, and have the ability to work effectively with students and adults.
16. Must pass ServSafe course and test per State Guidelines.
17. Must have reliable transportation to make one daily trip between buildings.

REPORTS TO: Food Service Director

JOB GOAL: To provide students and staff with elementary quality, nutritional meals by following the National School Lunch Program Guidelines and Regulations.

PERFORMANCE RESPONSIBILITIES: The Crew Leader will perform duties in the following areas which are listed by way of example and are not to be considered to be all inclusive.

1. Manage and assist in the preparation of meals.
2. Ordering food and staples for the elementary school kitchen from appropriate vendors as stipulated by the bid.
3. Keep all records of lunches served, money collected, production reports, inventory, HACCP documentation, and any other accounting records.
4. Manage staff: work schedule and time cards, assist/oversee the training of any new elementary school kitchen staff member.
5. Guide and direct daily substitutes as necessary.
6. Ensure that all procedures in HACCP guidelines for food safety and sanitation are followed.
7. Must be able to attend monthly crew leader meetings.
8. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary, fringe benefits and conditions of employment will be in accordance with Hartland Food Service Employees' Master Agreement.

EVALUATION: Performance will be evaluated in accordance with the Hartland Food Service Employees' Master Agreement.