

PLEASE POST



CITY OF MILWAUKEE
Department of Employee Relations
City Hall, Room 706

Promotional Examination for

SCHOOL KITCHEN MANAGER I **(Milwaukee Public Schools)**

THE PURPOSE

The School Kitchen Manager I in the Milwaukee Public School system is responsible for the management of school kitchens serving 450 or fewer meals daily.

ESSENTIAL FUNCTIONS

- Daily food preparation and service
- Daily accountability, including on line data entry
- Process all on-line food and stock requisitions
- Inventory control
- Supervision and training of Food Service Assistants
- Preparation of Food Service Assistants' work schedules and assignments
- Completion of various reports
- Interpretation and evaluation of school lunch menus
- Cleanliness and sanitation of the general kitchen area, equipment and storeroom
- Attendance at meetings and in-service workshops
- Practice good customer service skills

Employment for most of these positions is for the school year only. However, some schools are on an alternate school year calendar.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS

1. Current status as a regularly appointed Food Service Manager Trainee.
2. Successful completion of the Food Service Manager Trainee Program as indicated by the Department of School Nutrition Services.
3. Ability to move and transfer objects weighing up to thirty (30) pounds.

THE CURRENT SALARY RANGE IS: \$870.45 to \$1,199.07 biweekly/\$18,472.96 to \$25,446.90 annually (10-month).

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuous examination. Applications will be accepted and examinations will be held

School Kitchen Manager I

during **2009** as often as necessary to meet the needs of the Milwaukee Public Schools. Positions are filled as vacancies occur. The names of successful candidates will be placed on the eligible list in a rank determined by the final score without reference to the date of the examination. Candidates may take an examination for School Kitchen Manager I only once every six months. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.

#09-060—CAK (SM) EEOC (8)

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.