

# ANCHORAGE INDEPENDENT BOARD OF EDUCATION

11400 Ridge Road, Anchorage, KY 40223 - 502-245-8927

## **Classified Vacancy Notice**

Date Posted: March 29, 2023

**Position:** Food Preparer

**Work Year/Day:** 181 days/year

**Hours:** 4 to 8 hours per day (negotiable)

**Deadline for Submitting Application:** 4/12/2023 or until filled

**Reports to:** School Food Service Director

**Salary/Grade:** Classified Salary Schedule – VII

**Anchorage Independent School District is seeking a Food Preparer to work in our cafeteria up to eight (8) hours per day during the school year. Position includes the opportunity for a motivated individual to learn the skills and software programs needed to advance into management.**

### **SCOPE OF RESPONSIBILITIES:**

The Food Preparers are responsible for the preparation and serving of all food and the cleaning and maintenance of all stoves, ovens, food preparation equipment and cooking utensils under the direction of the cafeteria manager.

### **PERFORMANCE RESPONSIBILITIES:**

1. Prepares all entrees and side dishes.
2. Cooks and bakes food items as necessary for the menu.
3. Fills the serving tables, serves the food, and replenishes the serving line as needed.
4. Responsible for contents and cleanliness of all refrigerators and freezers.
5. Accounts for all milk and food items and assists in preparation of all inventories.
6. Maintains all food preparation tables, equipment and cooking utensils in a clean and sanitary manner.
7. Performs other duties as assigned by the Director of Food Service


### **Requirements/Minimum Qualifications:**

- High School diploma or G.E.D. with willingness to obtain School Food Service Level I Certification within 40 days of starting position
- Ability to cook and prepare food for large numbers
- Previous experience in a similar size kitchen preferred
- Criminal Background Check/Cabinet for Families & Children Child Abuse/Neglect Screen (upon offer of employment)
- Minimum of (3) References

### **Physical Requirements:**

- Requires the ability to lift, carry, push or pull light weights
- Requires bending, squatting, crawling, climbing, and reaching
- Requires the use of hands for simple grasping and fine manipulations
- Requires the ability to communicate effectively
- Work is performed while standing, sitting and/or walking

**The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office.**

  
Kelley F. Ransdell, Superintendent

**The Anchorage Independent Board of Education does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.**