

FOOD SERVICE MANAGER TRAINEE

THE PURPOSE:

The Food Service Manager Trainee plays an important role in meeting the nutritional needs of MPS students and staff by preparing and serving healthy meals during the school year. This non-tenured position provides on-the-job training for advancement to the School Kitchen Manager I position in the Department of School Nutrition Services. Tenured status is obtained by 1) successfully completing the training program, 2) taking and passing the School Kitchen Manager I exam, and 3) completing the School Kitchen Manager I probationary period.

ESSENTIAL FUNCTIONS:

- ❖ Prepare and serve meals in accordance with applicable regulations, industry practices, and the school system's high standards for quality and service.
- ❖ Perform online data entry.
- ❖ Order food and supplies online.
- ❖ Perform inventory control.
- ❖ Supervise, schedule, and train Food Service Assistants.
- ❖ Complete required reports.
- ❖ Clean and sanitize the general kitchen area, equipment, and storeroom.
- ❖ Interpret and evaluate school breakfast and lunch menus.
- ❖ Attend meetings and in-service workshops to stay informed of current issues and expectations.

CONDITIONS OF EMPLOYMENT: In case of emergencies, trainees assume responsibility for the efficient operation of the school kitchen and may be required to replace absent managers on either a short or long-term basis. During the training period, trainees work eight-hour days and serve in elementary and secondary schools. Employment is for the school year only. Food Service Manager Trainees may be required to travel between work locations on a daily basis.

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

MINIMUM REQUIREMENTS:

1. **One year of recent full-time experience** (or equivalent part-time experience) **as a professional cook, performing the duties related to this job, in a kitchen preparing at least 100 meals per sitting, including producing a wide variety of food items, in an institutional setting or full service restaurant.**
 - ❖ **NOTE:** *Experience cooking in a fast food restaurant with a limited menu is not considered equivalent.*
 - ❖ **NOTE:** *An Associate Degree in Applied Science, with an emphasis in Restaurant and Hotel Cookery, may be substituted for the required experience. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable.*
 - ❖ **NOTE:** *Equivalent combinations of experience and education may also be considered.*
2. Valid driver's license at time of appointment and throughout employment.
3. A properly insured personal vehicle at time of appointment and throughout employment for use on the job (car allowance provided).
4. Residence in the City of Milwaukee within one year of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

1. Graduation from high school or equivalent (GED).
2. ServSafe Certification through the National Restaurant Association Education Foundation.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of the methods and principles of preparing food in large quantities.

Food Service Manager Trainee

- Skill in safely operating kitchen equipment used in large-scale food production, such as ovens, mixers, slicers, and steam kettles.
- Knowledge of food safety and sanitation standards.
- Ability to properly prepare nutritious and appetizing food.
- Ability to follow oral instructions.
- Ability to read and follow information presented in writing, including department policies and procedures, recipes, and menus.
- Desire to provide excellent customer service.
- Ability to work cooperatively with others.
- Skill in using Microsoft Office software.
- Ability to move and transfer objects weighing up to thirty pounds.
- Flexibility.

THE CURRENT SALARY RANGE IS: \$11.62 to \$12.85 per hour.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education 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. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

This is a continuous examination. Examination dates for 2013 have been **TENTATIVELY** scheduled for **March, June, September and December** and as needed for the rest of 2013. ***However, the Department of Employee Relations reserves the right to alter the examination schedule as needed.*** 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 grade without reference to the date of the examination. **Persons placed on an eligible list will remain on the list for 1 year ONLY.** Candidates may take an examination for Food Service Manager Trainee 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.

APPLICATIONS and further information may be obtained in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, www.milwaukee.gov/jobs or by calling 414.286.3751.

NOTE: Two letters of reference from direct supervisors in previous and/or current food service positions will be required at the time of the job interview.

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