

Harlem Consolidated School District #122

Job Description
Elementary Schools
Food & Nutrition Services
Lead Host/Hostess

Supervisor: Director of Food &
Nutrition Services
Building Principal

FLSA Status:

Non-Exempt

Employee Group:

At-Will

Qualifications:

1. High School Diploma or equivalent
2. Illinois Food Service Sanitation Certification required
3. Intermediate mathematical and computer skills
4. Ability to relate positively to staff and students
5. Manual dexterity, stamina, ability to work with chemical cleaning agents, and strength to lift and carry objects weighing up to 50 lbs.

Terms of Employment:

- Nine (9) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Order appropriate quantities of food and supplies from central kitchen for daily meal counts.
2. Set up food on serving line and serve meals or meal components in compliance with USDA regulations.
3. Complete production records of excess food and return properly to central kitchen after meal service.
4. Responsible for computer software data entry of deposits and meals served; completing bank deposits; other required reports as instructed. Train Food & Nutrition Services Assistant Host/Hostess in procedures.
5. Follow approved housekeeping and food safety procedures to ensure that sanitary and safest conditions are met with regard to health department and USDA program regulations.
6. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.
7. Store and handle food and supplies in accordance with instructions.

8. Maintain positive working relationships and demonstrate respect for students, staff and parents.
9. Participate in routine cleaning and sanitizing kitchen equipment and supplies.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.