

**HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT  
621 MAIN STREET, WILBRAHAM, MA 01095**

**JOB POSTING**

**POSITION:** Cafeteria Lead Supervisor  
**LOCATION:** Minnechaug Regional High School  
**SALARY:** Per the "UFCW" Contract  
**JOB DESCRIPTION:** Oversee the preparation of nutritious school meals that meet the *Federal and State* requirements.

Daily Schedule: 7 hours per day; 7:00 a. m. – 2:00 p.m.

**Duties and Responsibilities:**

- Perform kitchen duties and prep as needed.
- Weekly food orders/receiving deliveries.
- Make and maintain proper signs at all stations.
- Complete monthly inventory.
- Run POS cash register and enter daily pre-payments.
- Keep track of student account balances and communicate with families as needed.
- Supervise kitchen staff and direct daily flow of work in the kitchen.
- Complete production records.
- Operation of large kitchen equipment such as mixer, steamer, oven, dishwasher, etc.
- Must be able to stand for long periods of time and lift up to 40 lbs.
- Work closely with MRHS principal and staff.
- Ensure that all safety and sanitation standards are met.
- Perform other duties as assigned by the Food Service Director.

**JOB REQUIREMENTS:**

- ✓ Must be *Serv-Safe* certified or able to pass the *Serv-Safe* exam.
- ✓ Must be able to run POS cash register.
- ✓ Good communication skills/ good computer skills.
- ✓ Valid CORI is required.
- ✓ Suitable "fingerprinting" results are required before employment can begin.

**EMPLOYMENT START DATE:** August 27, 2018 – Last day of school 2019

**APPLICATION:** Letter of Interest to:  
Julie Dougal, FSD  
621 Main Street, Wilbraham, MA 01095

**POSTING DATE:** April 8-12, 2019

**APPLICATION DEADLINE:** April 12, 2019

*Hampden-Wilbraham Regional School District  
An Equal Opportunity Employer*

*The Hampden-Wilbraham Regional School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.*