

Interview Process



Phase I—District Interview

During the District Interview, you will be scored on your interview and basic math skills test. Your score must meet our minimum requirements to move on to Phase II.

Phase II—Café Interview

Following your FNS District Interview, your name will be sent to the schools listed in your selected zone (geographic) areas. **DO NOT** contact the school until the FNS Manager calls you to schedule a Phase II Interview.

Phase III—Critical Telephone Reference

After your Café interview, if you are one of the top candidates for the job, your most recent supervisor will be contacted via telephone and asked to provide a verbal reference for you.

Phase IV—POET & Fingerprinting

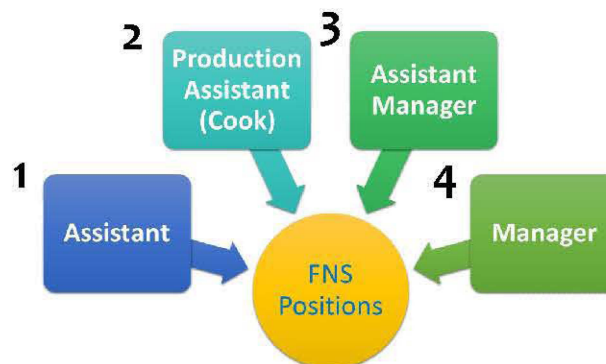
If you qualify to move on to Phase IV, you will be notified of your appointment times. POET includes physical testing for lifting, bending, and reaching with a drug screening. You will be responsible for the cost of fingerprinting.

NOTE: You must pass all areas of Phase III & IV to begin employment.

The Zone

We have central administrative staff located at the District Office in Land O' Lakes, and more than 700 school-based employees located in school cafeterias county-wide. Each school café has its own unique identity, but still follows the same department standards, policies and procedures.

Our school-based positions are:



Job Descriptions:

- 1 **Assistant**
 - Perform a variety of routine kitchen tasks such as set-up and break-down, assist with large scale food production, operating kitchen equipment, cleaning, cashiering, serving food, and practicing excellent customer service.
- 2 **Production Assistant (Cook)**
 - Perform specialized kitchen duties in preparing, cooking, and serving quality, nutritious foods in a clean educational facility. Direct food production and assist FNS Management with other responsibilities as needed.
- 3 **Assistant Manager**
 - Assist Manager with all kitchen operations, directing kitchen staff, and ensuring proper execution of the school nutrition program while promoting professional relations with all kitchen staff, school staff, and the community.
- 4 **Manager**
 - Responsible for the food and nutrition operation in a school environment that supports healthy food habits while maintaining integrity of program in compliance of local, state, and federal food safety procedures (HACCP).

Job Requirements:

1 Assistant

- Reading, writing, and basic mathematic skills
- Basic knowledge of food preparation
- Ability to learn cash register computer

2 Production Assistant (Cook)

- Reading, writing, and basic mathematic skills
- Previous experience in food service & quantity food production
- 3 FNS courses or equivalent external education or training

3 Assistant Manager

- High school diploma or equivalent
- 2 years work experience in school food service or equivalent
- 5 FNS courses or equivalent external education or training

4 Manager

- High school diploma or equivalent
- 3 years work experience in school food service or equivalent
- 6 FNS courses or equivalent external education/training

