



FEBRUARY 2012

The following are current FSP job openings. As a reminder, associates of FSP or Ceres Food Group, Inc who are interested in any of the open positions listed should contact the Human Resources Department.



MAIN OFFICE
5150 N Northwest Hwy – Chicago

JOB OPPORTUNITIES

©HEALTHY INITIATIVES PREP COOK – Casual (Work less than 25 hours per week without benefits)

Duties: Assists Healthy Initiatives Chef in preparation of organic school meals; will be required to follow standardized recipes and all sanitation policies; will assist the Chef with coordinating work in the production area efficiently and effectively; will be required to follow menu and complete production records; will be asked to coordinate daily tasks in the absence of the Chef.
Qualifications: Must have basic math skills; the ability to read and write English; an Illinois Sanitation License and City of Chicago Sanitation certificate or be able to obtain within 6 months of employment. Prefer 1-2 years of experience in quantity cooking.
Physical demands include: the ability to stand for 5 or more hours; lift up to 50 lbs.; overhead lifting of up to 30 lbs.; exert up to 50 lbs. of force; repetitive hand usage throughout the day; handling items of variant temperatures; grasping; gripping; pinching; walking; pulling/pushing; stretching; squatting; bending; twisting; and reaching.
Hours: Work Monday through Friday, 7AM-12PM during the school year and in accordance with the school calendar.
Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using HEALTHY INITIATIVES PREP COOK as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

©MARKETING INTERN – Casual (working an average of 20 hours per week)

2012 Marketing Internship program is expected to begin January 2012 through July 31, 2012
Duties: Effectively promote the Summer Food Service Program; set up and maintain database; assist with the preparation of site training; attend Open Houses and follow up with inquiries, clients and prospective clients; create marketing materials; work with various Aldermen offices on outreach and relationship building; telemarketing to sites; ensuring site filing system is accurate. This internship pays \$11.25/hour.
Qualifications: Must currently be enrolled in a four year university's Business/Marketing program; have intermediate knowledge of Microsoft Publisher and Word; have working knowledge of Microsoft Excel; IBM AS400 experience is a plus; prior telemarketing experience a plus; bilingual (Spanish) a plus; reliable means of transportation a must; successful completion of nationwide criminal background check.
Hours: Exact hours to be discussed. Program is expected to begin January 2012 through July 31, 2012.
Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using MARKETING INTERN as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

©DATA COLLECTION INTERN – Part Time (working 6-8 hours per day)

2012 Data Collection Internship will begin June 2012 through August 31, 2012
Duties: Ensures Summer Program sites leftover percentage is below 10%; data entry of weekly consolidated meal counts; auditing weekly consolidated meal count reports against daily reports; run Leftover report weekly and contact sites to reduce meal order to achieve a leftover percentage below 10%; contact sites when weekly paperwork is not received. This internship pays \$11.25/hour.
Qualifications: Must currently be enrolled in college; excellent data entry (10-key numeric) skills required; IBM and customer service/phone experience a plus.
Hours: Exact hours to be discussed. Program is expected to begin June 2012 through August 31, 2012.
Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using DATA COLLECTION INTERN as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

COMMISSARY OPERATIONS
Nutrition Center Commissary - 5150 N Northwest Hwy – Chicago

⑤ **LEAD BAKER– Full Time**

Duties: Assists with the preparation of bakery products following established recipes. In the absence of the department supervisor, reviews menu daily with department staff, requisitions supplies if necessary, schedules any advance prep work, and supervises staff.

Qualifications: High School diploma or GED; City of Chicago and Illinois Sanitation Certificate or be able to obtain one within 6 months of starting the position; one year of volume baking experience; and strong math skills. Prefer supervisory experience and basic computer skills. Ideal candidate will act upon constructive criticism; adapt to changing situations; communicate clearly; remain calm under pressure; show good judgment; fosters teamwork environment; and place a high emphasis on excellent customer service.

Physical demands include: walking, standing, twisting, bending, pulling, pushing, stretching, and continuous lifting throughout the day. Will frequently lift up to 50 pounds and exert up to 50 pounds of force. Will also be exposed to high noise levels and hot, humid, and cold environments regularly. Work 8 hours a day, Monday through Friday with starting times as early as 7AM.

Hours: Work 8 hours a day, Monday through Friday with starting times as early as 7AM.

Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using LEAD BAKER as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

⑤ **CELLULAR PRODUCTION ATTENDANT– Full Time**

Duties: Assists with the preparation and production of high-quality salads, sandwiches, cupping, and other special production projects. Opens and mixes fruit for Production Line Department.

Qualifications: High School diploma or GED; must be able to read English; basic math skills; knowledge of food service and safe food handling; the ability to stand for seven or more hours a day; and the repetitive use of hands. The ideal candidate will act upon constructive criticism; adapt to changing situations; communicate clearly; remain calm under pressure; show good judgment; fosters teamwork environment; and place a high emphasis on excellent customer service.

Physical demands include: scooping, walking, prolonged standing, twisting, bending, pulling, pushing, stretching, and continuous lifting throughout the day (including overhead lifting). Will frequently lift up to 50 pounds and exert up to 100 pounds of force. Will also be exposed to medium noise levels as well as wet, humid, and cold environments.

Hours: Work 8 hours a day, Monday through Friday with starting times as early as 8AM.

Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using CELLULAR PRODUCTION ATTENDANT as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

⑤ **NIGHT SANITATION ATTENDANT - Full Time**

Duties: Disassemble, clean, sanitize, and reassemble the production equipment as well as clean and sanitize the production facility.

Qualifications: On the job training provided. Must be able to read English to ensure cleaning and sanitizing chemicals are used properly. Six months of basic janitorial experience preferred; knowledge of food service and safe food handling.

Physical demands include: the ability to stand 8 or more hours while bending, twisting, pulling, stretching, climbing and lifting (including overhead lifting). Regularly lifts 50 pounds and exerts up to 100 pounds of force. Will be exposed to high noise levels, cleaning and sanitizing chemicals, and varying temperatures including moderate and cold.

Hours: Work 8 hours a day, Monday through Friday with starting times as early as 3PM.

Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using NIGHT SANITATION ATTENDANT as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

ONSITE EDUCATION DIVISION

Northtown Academy – 3900 W. Peterson Ave – Chicago

⑤ COOK– Casual (Work less than 25 hours per week without benefits)

Duties: Responsible for courteous service. Coordinates and participates in effective and proper food preparation, cooking, and service of high quality meals. Maintain a clean and sanitary food service operation.

Qualifications: Prefer 2-3 years of experience in quantity cooking; good written and verbal communication skills; basic math skills; sound judgment; professional attitude; and Illinois Sanitation License or be able to obtain one within 6 months of hire.

Physical demands include: the ability to stand for 5 or more hours a day, the ability to frequently bend, twist, pull, push, stretch, and lift (including overhead lifting); withstand work environment of variant temperatures; handling items of variant temperatures; lift up to 50 pounds and exert up to 50 pounds of force.

Hours: Will work 5 hours during the academic school year. Exact hours are to be discussed.

Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using **NORTHTOWN COOK** as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

St. Gregory HS – 1677 W Bryn Mawr – Chicago

⑤ FOOD SERVICE WORKER – Casual (Work less than 25 hours per week without benefits)

Duties: Assist with food preparation, light cooking, serving, cashiering, and cleaning.

Qualifications: Must have a HS Diploma/GED. Prefer 1 year of food service experience and good communication skills.

Physical demands include: the ability to stand for 5 or more hours; regularly lift up to 30 lbs.; exert up to 50 lbs. of force; overhead lifting of up to 20 lbs.; withstand work environment of variant temperatures; handling items of variant temperatures; walking; squatting; bending; and reaching.

Hours: Monday through Friday during the academic school year, 10:30AM-1:30PM.

Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using **ST. GREGORY FOOD SERVICE WORKER** as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.

PREPLATE DIVISION

Various locations throughout Chicago geographic region

⑤ DISTRICT FOOD SERVICE WORKERS – Casual (Work less than 25 hours per week without benefits)

Duties: Support the food service operation in various schools throughout a geographic region by serving breakfast and/or lunch and performing light bookkeeping as needed. You will be assigned to different locations as support services are needed.

Qualifications: The ideal candidate must enjoy working with children, be friendly, enthusiastic and professional. Basic math skills are a must (addition, subtraction, division, multiplication). Flexibility and a vehicle are required.

Physical demands include: the ability to stand for 5 or more hours a day, the ability to frequently bend, twist, pull, push, stretch, and lift (including overhead lifting); withstand work environment of variant temperatures; handling items of variant temperatures; lift up to 50 pounds and exert up to 50 pounds of force.

Hours: You will be on call and must be available to support the district between the hours of 6:30 AM – 2:00 PM; though days worked and hours worked will be determined based on needs – hours worked will vary daily and weekly. This position will be available during the academic school year only.

Apply: Fax resume to 773-304-4228; e-mail resume to recruit@fspro.com using **DISTRICT FOOD SERVICE WORKERS** as the subject heading; or complete an application at 5150 N Northwest Hwy, Chicago.