



Notification of Posted Position

Cook

Kearsley High School

Cook-Dinner * Student Days * \$17.23/hour

Monday-Thursday * 4.5 hours per day * 1:00 pm - 5:30 pm

Qualifications:

- High School diploma or equivalent required
- Demonstrate mental/physical ability and stamina to successfully perform assigned responsibilities
- Experience in a school food service program
- Ability to work with numbers
- Must have good math, grammar and written communication skills
- Willing to attend relevant training classes and workshops in order to perform assigned duties
- Must have good public relations skills
- Ability to maintain a positive attitude
- Successfully pass a live scan criminal background check
- Testing may be required

Responsibilities Include, but are not limited to:

- Maintain the highest standards of safety and sanitation cleanliness in the kitchen area
- Communicate effectively with kitchen staff
- Oversee the preparation of food to insure that production needs are met
- Accept direction from supervisor
- Keep records of employee hours, lunch counts, cash deposits and production records
- Coordinate ordering of groceries for menu needs and maintain an accurate inventory of supplies
- Coordinate with head cook, chef, or director on special menus and functions, verify that all supplies are received for special events
- Work with staff on decorating cafeteria, bulletin boards, morning announcements, etc., to promote student breakfast/lunch program
- Report any and all unsafe or hazardous conditions, injuries or faulty or inferior products immediately to supervisor or administration
- Present meals in a positive and attractive manner
- Cook, assemble and present meals for students
- Serve as a positive role model to all employees, students, parents and school staff
- Be well informed on current and future food service procedures, policies, and regulations
- Abide by all state and local health and safety regulations
- Must be able to work well with students and staff
- Perform any other duties as assigned by director or head cook

Application Process

External applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAPS), Job ID 32571. Internal applicants can submit a letter of interest to [Kevin Fallscheer](#), Executive District Chef.



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Must be posted in three places