



LINDEN COMMUNITY SCHOOLS
7205 W. Silver Lake Rd
Linden, MI 48451

NOTICE OF POSITION

Applications are now being accepted for the following position:

Cook Aide

Hyatt Elementary

3.5 hrs. per day

\$13.07/hr.

(Hourly Rate in accordance with ESP Master Agreement)

Minimum Qualifications: High school diploma.

Essential Duties: See attached job description.

Make Application to: Linden Community Schools, Human Resources
(Applications must be submitted on-line at
www.AppliTrack.com/gcaps/onlineapp)

The following items must be presented at the time of application:

1. Completed Application

Date Posted: April 14, 2025

Deadline for Application: May 14, 2025

MISSION STATEMENT

Our Mission is to EDUCATE, nurture and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, parents, and community.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

LINDEN COMMUNITY SCHOOLS

Position Title:	Cook Aide
Department:	Food Service
Reports To:	Food Service Director

SUMMARY: To assist in the preparation and serving of nutritious meals to students and the community in a pleasant atmosphere and to assist in record keeping and clerical tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

Assists in preparation of food and serving areas in cafeteria.

Assists in cleaning of equipment in kitchen and cafeteria.

Cashiers and records receipts and deposits from food service program on a daily basis.

Assists in the preparation of daily, weekly, and monthly reports.

Assists in recording food and supplies received and used.

Performs related duties as required.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent.

Be certified or willing to become certified by American School Food Service Association.

Experienced in quantity food preparation and cashiering or demonstrate good skills in quantity food preparation and mathematics.

LANGUAGE SKILLS:

Possess good communication skills and the ability to work harmoniously with staff, students and parents.

TERMS OF EMPLOYMENT:

Subject to master agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.