

**MENOMINEE AREA PUBLIC SCHOOLS  
MENOMINEE, MICHIGAN**

**POSTING**

Date: August 23, 2021

POSITION AVAILABLE: Head Cook Position - High School Kitchen.

**QUALIFICATIONS:**

1. High School diploma required.
2. Demonstrate aptitude and competence in the basic principles of food service preparation.
3. Ability to follow and successfully complete both written and oral directions.
4. Ability to work well with students and people of various personality types.
5. Ability to calculate accurately.
6. Ability to lift and carry 50 pounds more than 20 feet throughout the workday.
7. Must cooperate and work in other district school kitchens and school lunch departments as needed.
8. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Food Service Director

**JOB GOAL:** To prepare and serve the students and staff of the district attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth. To handle the daily operation of the school kitchen including but not limited to: food preparation, service, cashier responsibilities, money collections, general cleaning and dishwashing for the students of the district.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepare foods according to a planned menu and assure that the finished product is of the best quality in both flavor and appearance before it is served.
2. Responsible for the daily cleaning of all kitchen equipment, service areas, kitchen areas, and dishes.
3. Learn and know the National School Lunch Program, National School Breakfast Program and the Summer Food Service Program meal pattern requirements, meal components, department policies, and applicable state and federal regulations.
4. Maintain the highest standards of safety and cleanliness in the kitchen and storage areas.
5. Assume responsibility for storage and disposal of unused foods.
6. Daily service of students and staff.
7. Assume responsibility for checking kitchen equipment and ensuring that it is in proper working condition.
8. Supervise students while eating and student helpers that assist in the kitchen.
9. Supervise kitchen helper position.
10. Perform cashier responsibilities and manage student accounts.
11. Use positive verbal and non-verbal communication and interaction skills when dealing with students, parents, and district personnel at all times.
12. Perform all related duties as required and any other duties assigned.

**PHYSICAL DEMANDS:** Lower body strength to stand and walk throughout the day.

Ability to lift and carry 50 pounds more than 20 feet throughout the work day.

**TERMS OF EMPLOYMENT:** 9 month school year.

Hours will vary based on need. Salary to be determined.

**APPLICATIONS:** Submit application within 5 calendar days to:

Nick Marquardt, Food Service Director  
2101 18<sup>th</sup> St.  
Menominee, MI 49858

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