



Internal/External Job Posting

Position: Cook
Location: Montague High School
Classification: Hourly Employee / MESPA Contract Agreement
Terms: Monday – Friday; 8 hours per day
Salary: \$15.87 per hour; Commensurate with experience
Position Begins: 2024 – 2025 School Year
Posted: July 22, 2024
Closing Date: July 31, 2024

Job Summary: The Cook is responsible for cooking, preparing and serving food; and assisting the Food Service Director to ensure the smooth operation of the kitchen.

Education:

- Possession of a high school diploma or its equivalent.

Experience:

- Previous successful experience as a cook aide or as a food service employee.
- Sanitation and Food Safety Certification preferred

Responsibilities:

See attached job description

Benefits Include:

Medical, Vision, Dental, Life and AD&D Insurance
Enrollment in State Retirement System
Paid Holidays, Paid Sick Time, Paid Personal Time

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Cook
REPORTS TO: Food Service Director
SUPERVISES: Not Applicable

GENERAL JOB FUNCTION:

The Cook is responsible for cooking, preparing and serving food; and assisting the Food Service Director to ensure the smooth operation of the kitchen.

EDUCATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent

QUALIFICATIONS:

- Previous successful experience as a cook aide or as a food service employee
- Sanitation and Food Safety Certification

ESSENTIAL JOB FUNCTIONS:

- Prepare and serve all food according to established standards
- Coordinate, facilitate, and assist in the planning of menus based on USDA standards and Dietary Guidelines for Americans
- Lead and assist in the clean-up of food service area
- Attend and participate in job related training
- Maintain standards of sanitation and safety established by the Muskegon County Health Department and the Michigan Department of Education
- Maintain required forms and records as assigned
- Uses correct procedures and safety guidelines required for cleaning and using work areas, utensils, and equipment
- Maintain inventory of food, cleaning supplies, and paper products
- Follow USDA meal pattern requirements in preparing and serving student meals
- Literacy in basic math skills including weights and measures
- Ability to maintain the confidentiality under the Federal Education Right to Privacy Act.
- Demonstrate the ability to:
 - Have well developed interpersonal skills
 - Maintain confidentiality
 - Have strong organizational skills, ability to multi task and meet deadlines
 - Motivate others and influence their behaviors
 - Collect and analyze appropriate data sources to inform decisions
 - Build a professional environment that is one of mutual respect, teamwork, and accountability
 - Work with at-risk students
 - Work effectively as part of a team
 - Assume responsibility for providing direct supervision to students
 - Accept directions from the teacher or principal and work cooperatively with others
- Must be regular in attendance and punctual in reporting to assignment
- Perform such other tasks and assume such other responsibilities as may be assigned

NOTABLE PHYSICAL REQUIREMENTS:

Job requires ability to move heavy loads and lift up to 50 pounds. Occasional lifting (up to 75 pounds) may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a kitchen environment.

EVALUATION:

The Cook is evaluated by the Food Service Director.

WORK LOCATION(S):

Most work is performed in the MAPS kitchens.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.