



## Internal/External Job Posting

**Position:** Cook  
**Location:** NBC Middle School  
**Classification:** Hourly Employee / MESPA Contract Agreement  
**Terms:** Monday – Friday; 7 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](mailto: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.