



Notification of Posted Position

# Head Cook

## ***Dowdall Elementary School***

\$18.89/hour, 33 hours per week, student days

Monday, 7 hours per day, 6:30 am - 1:30 pm,

Tuesday-Friday, 6.5 hours per day, 7:00 am - 1:30 pm

**Our employees are part of the Michigan Public Schools Employees Retirement System!**

### **Qualifications:**

- High School diploma or equivalent required
- Ability to provide leadership in a fast paced environment
- Ability to accept and delegate duties as appropriate from administration
- Ability to lead kitchen staff in daily preparation of student meals
- 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:**

- Manage the daily routine of the kitchen
- Perform daily deposit of collections
- Maintain the highest standards of safety and sanitation cleanliness in the kitchen area
- Manage the flow and assignment of work to other employees in the cafeteria
- Communicate effectively with kitchen staff
- 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 health and safety efforts within the kitchen and ensure compliance of all employees
- 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
- Make decisions in accordance with district policies and practices
- Coordinate catering efforts within the kitchen
- Perform other duties as assigned by supervisor
- Abide by all state and local health and safety regulations
- Perform any other duties as assigned by Director

### **Application Process**

External applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAPS), Job ID 33636.

Internal applicants can submit a letter of interest to [Jarvis Richardson](#), Director of Food Service.



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**Internal KCGMFT unit posting will close at 3:00 pm on September 26, 2025**

*Must be posted in three places*