



## Notification of Posted Position

# Cook

## ***Kearsley High School***

**\$18.33/ hour**

Monday 5:30 am-12:30 pm, Tuesday-Friday 6:00 am-12:30 pm, Student days, plus additional training days

### **Qualifications:**

- High School diploma or equivalent required
- 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:**

- Maintain the highest standards of safety and sanitation cleanliness in the kitchen area
- Communicate effectively with kitchen staff
- Oversee the preparation of food to insure that production needs are met
- 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 with head cook, chef, or director on special menus and functions, verify that all supplies are received for special events
- Work with staff on decorating cafeteria, bulletin boards, morning announcements, etc., to promote student breakfast/lunch program
- 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
- Abide by all state and local health and safety regulations
- Must be able to work well with students and staff
- Perform any other duties as assigned by director or head cook

### **Application Process**

External applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAPS), Job ID 336921. Internal applicants can submit a letter of interest to [Jarvis Richardson](#), Director of Food Service.

*The Kearsley Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Kearsley Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.*

**Internal KCGMFT unit posting will close at 3:00 pm on October 10, 2025**

*Must be posted in three places*