



Stephenson Area Public Schools
W526 Division Street – P.O. Box 509
Stephenson, Michigan 49887
(O) 906-753-2221

Stephenson Public School Job Description

TITLE: Food Service Worker –Cook

DEPARTMENT: Food Service

REPORTS TO: Food Service Director

EMPLOYMENT STATUS: Part-time

STARTING PAY: \$17.07

SUMMARY: Prepare and serve nutritious and attractive meals for consumption in the school cafeteria by performing the following duties.

Essential Duties and Responsibilities:

- Prepare and serve nutritious and attractive meals.
- Assist with meal production as directed.
- Maintain and apply all safety, sanitation and cleanliness standards and practices in all food service areas as required by federal, state, local and district regulations and policies.
- Operate production equipment and dishwashing equipment.
- Receive, stock, and inventory food and supplies.
- Public relations as necessary.
- Understand and determine qualified meals and qualified components of meals.
- Stock, display and present merchandise.
- Assist in the coordination of events and activities.
- Assist in the operation of facilities as directed by the Director and/or Supervisor.
- Coordinate meal production in the absence of the Kitchen Supervisor.
- Assist in the operation of facilities as directed by the Director and/or Supervisor.
- Other duties as assigned by the Director and/or designee.

PHYSICAL DEMANDS: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for an extended period of time
- Standing for prolonged periods
- Walking • Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend, and reach to retrieve and handle food, materials,



supplies, and equipment

- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

TERMS OF EMPLOYMENT: School year - 178 Workdays. salary increases, and benefits are established in accordance with the provisions as set forth by the Stephenson Area Public Schools Board of Education. Initial salary shall be determined by the Board of School Directors and will be commensurate with experience.

APPLY TO: Candidates must submit a letter of interest that aligns with the posting, resume, letters of reference, and credentials to: ndowning@stephenson.k12.mi.us

Nicole Downing
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