



EAST JACKSON COMMUNITY SCHOOLS  
OFFICE OF THE SUPERINTENDENT

Steve Doerr  
Superintendent

1404 N. Sutton Road

Jackson, Michigan 49202

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EAST JACKSON COMMUNITY SCHOOLS  
JOB POSTING  
Date 5/1/2018

FOOD SERVICES

Head Cook  
East Jackson Secondary School

PAY

\$12.02 / hr

HOURS

7:00 a.m. – 1:30 pm 6.5 hours  
Starting Date – Immediately Upon Hire

DEADLINE

Monday, May 7, 2018 at 3:00 pm

**Please see attached job description for summary of duties and qualifications. This position will have a 90 day probationary period.**

TO APPLY

INTERNAL

Please send a letter of intent to Glenn Schramm.

**To Apply Externally** – Please visit our website at [www.eastjacksonschools.org](http://www.eastjacksonschools.org) to download and print the 4-page application. Fully complete the application and send the completed copy to our Board Office by the deadline. Digital applications may be submitted in **one** attachment in PDF format to Glenn Schramm, Food Service Director at [glenn.schramm@eastjacksonschools.org](mailto:glenn.schramm@eastjacksonschools.org)

All letters and other application materials should be addressed as follows:

**Contact:** Food Service Supervisor  
East Jackson Community Schools  
1566 N. Sutton Road  
Jackson, MI 49202

**East Jackson Community Schools  
Job Description**

Title: Head Cook

Reports to: Food Service Supervisor

Evaluated by: Food Service Supervisor

Qualifications:

1. High School Diploma or GED.
2. Proficient with the use a computer.
3. Basic math skills
4. Serv-Safe Certificate
5. Demonstrated ability to serve as a team leader and to work well in a team setting.
6. Good verbal and written communications skills.
7. Ability to stand and maneuver for extended periods and demonstrate sufficient physical agility (i.e. ability to bend, stoop, lift up to 50 pounds, etc.).

Duties include, but are not limited to, the following:

- \* Responsible for placing orders of food and other related items to food supervisor
- \* Responsible for day to day supervision of staff and kitchen area including enforcement of all health code regulations and general rules
- \* Responsible to update food supervisor on any concerns of staff, equipment, and other related issues
- \* Responsible for signing for delivered items and reconciling invoice and delivered items
- \* Responsible for dating and rotation of stock
- \* Responsible for dating all fresh items
- \* Responsible for maintaining quality of food
- \* Responsible for determining amount of food to be prepared for breakfast and lunch
- \* Responsible for daily record keeping. This includes temperature of food, refrigerator and freezer, production records and any other records deemed necessary by food service supervisor
- \* Responsible for general kitchen duties
  - Breaking down boxes
  - Dish washing
  - Cleaning of kitchen and dining area
  - Prep food
  - Prep serving area
  - Serving food
  - Run computer/cashier - reconciling money count
  - Procure all delivered items
  - Security and safety of kitchen area
- \* Any other jobs related to food service assigned by managers
- \* Responsible to contact Food Service Supervisor for approval to remove any food or kitchen supplies from the kitchen area for personal use
- \* Present a professional / courteous demeanor at all times
- \* Any other jobs assigned by management
- \* Subject to change based on Food Service needs.

## **Nondiscrimination and Equal Employment Opportunity**

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Date last amended: January 18, 2018