



EAST JACKSON COMMUNITY SCHOOLS  
OFFICE OF THE SUPERINTENDENT

Steve Doerr  
Superintendent

1404 N. Sutton Road

Jackson, Michigan 49202

(517) 764-2090  
FAX (517) 764-6033

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

FOOD SERVICES

Assistant Cook  
East Jackson Secondary School

PAY

\$10.64 / hr

HOURS

7:00 a.m. – 1:30 pm 6.25 hours  
Starting Date – Fall 2018 (Date TBD)

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: Assistant Cook

Reports to: Food Service Supervisor (with day to day direction from Head Cook)

Evaluated by: Food Service Supervisor

Qualifications:

1. High School Diploma or GED.
2. Proficient with the use a computer.
3. Basic math skills in order to
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:

1. Serves in the absence of the Head Cook and assists the Head Cook on a day to day basis.
2. Assist with inventory control and ordering procedures.
3. Assists in assuring all menu items are prepared and presented consistent with established district procedures and Health Department standards.
4. Assists with training other employees.
5. Make change efficiently and accurately
6. Reconcile cash register totals
7. Assists with maintaining a clean environment in the kitchen and cafeteria areas.
8. General kitchen duties as assigned.
9. Other duties as may be assigned.

**Nondiscrimination and Equal Employment Opportunity**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

Date last amended: September 25, 2017

SD0917