



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 9/27/2017

FOOD SERVICES

Assistant Cook
East Jackson Elementary School

PAY

Probationary rate \$10.14
After 90 days \$10.64

HOURS

7:15 a.m. – 1:30 pm 6.25 hours
Starting Date – Immediately Upon Hire

DEADLINE

Wednesday, October 4, 2017 at 3:00 pm

Please see attached job description for summary of duties and qualifications.

TO APPLY

INTERNAL

Please send a letter of intent to Glenn Schramm.

To Apply Externally – Please visit our website at 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 Michelle Day, Executive Assistant to the Superintendent by email: michelle.day@eastjacksonschools.org

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

Contact: Office of the Superintendent
East Jackson Community Schools
1404 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 of 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:

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