

Appendix A
Tawas Area Schools
Assistant Cook Vacancy
Minimum Qualifications
(For Job Posting Purposes Only)

1. 18 years of age or older and a high school graduate/GED.
2. Previous cooking experience desired.
3. Must be able to operate stoves, ovens, steamers, microwave ovens, steam tables, slicers, food processors, mixers, deep fryers and steam vessels.
4. Must have the ability to reach, bend, stoop, wipe, push and pull.
5. Must have sufficient mobility to perform assigned tasks within the production and service time frames established.
6. Some lifting required.
7. Must be conscious of portion control and food costs at all times.
8. Must be able to demonstrate ability to increase or decrease recipes as dictated by lunch counts and second choice item use.
9. Must pass a physical examination performed by the school physician before hiring.
10. Must work with other foodservice employees to prevent waste and utilization of all leftovers.
11. Must maintain sanitation and orderliness of all equipment, supplies and utensils within work area.
12. Must be responsible for ensuring proper presentation, standard portion control, and maintenance of proper serving temperatures (hot foods hot, cold foods cold).
13. Must have the ability to interact with co-workers in order to assure compliance with school service standards, and school inventory and cash control procedures.
14. Must be able to read, write, communicate, and work with staff, students, and the public in an effective and positive manner.
15. Must be able to develop and maintain a positive attitude toward the job assignment and the school system in general.
16. It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
17. New employees must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
18. Must complete background check and be fingerprinted and pay for that processing.

Note: Just for information -

This will be a student term, 4-hour, cook's helper position. All interested persons should either drop off or send a cover letter and resume' to the Superintendent's office at:

Tawas Area Schools
245 W. M-55
Tawas City, MI 48763
Attention: Lindsay Harvey (lh Harvey@tawas.net)

****A \$1,000 signing bonus is available. More details will be provided during the interview process.****

Applications will be accepted until the position is filled.

Date of Posting: Tuesday, May 6, 2025

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.

TAWAS AREA SCHOOLS BOARD OF EDUCATION

JOB DESCRIPTION

Title: **Cook's Helper**

Reports To: Food Services Director, Building Principal, Local Superintendent

General Description: Helps prepare and serve noon meal in an acceptable manner.
Operates the computerized lunch program (Point of Service).
Assists with general clean-up duties.

Essential Functions:

1. Carefully follows directions given by the head cook.
2. Strictly adheres to prescribed standardized recipes.
3. Diligently works at specific tasks and offers help to others when needed.
4. Thoroughly acquainted with every procedure in the lunchroom.
5. Maintains orderly and clean work areas.
6. Clears and cleans lunch and equipment tables.
7. Prepares and serves food in an attractive manner.
8. Adheres to rigid sanitary standards.
9. Performs duties as required at special meal functions.
10. Receives payment for cafeteria lunches.
11. Records number of lunches served to students and adults.
12. Prepares proper change before the lunchroom opens.
13. Counts receipts following the lunch period and records total.
14. Responsible for recordkeeping as required by the food service director.
15. Operates stoves, oven-steamers, microwave ovens, steam tables, slicers, food processors, mixers, deep fryers, steam vessels.
16. Possess the ability to reach, bend, stoop, wipe, push and pull.
17. Performs assigned tasks within the production and service time frames established.
18. Performs required lifting.
19. Is conscious of portion control and food costs at all times.
20. Demonstrates ability to increase or decrease recipes as dictated by lunch counts and second choice item use.
21. Works with other food service employees to prevent waste and utilization of all leftovers.
22. Responsible for ensuring proper presentation, standard portion control, and maintenance of proper serving temperatures (hot food hot, cold food cold).
23. Interacts with co-workers in order to assure compliance with school service standards, and school inventory and cash control procedures.
24. Is able to read, write, communicate and work with staff, students and public in an effective and positive manner.

JOB DESCRIPTION

Cook's Helper

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Essential Functions: (continued)

25. Develops and maintains a positive attitude toward the job assignment and the school system in general.
26. Shows initiative, presents a good public image and conducts good public relations.
27. Takes pride in personal appearance.
28. Has some prior computer knowledge or possess the ability to learn the computerized lunch program (Point of Service).
29. Any other duties as assigned by a supervisor.

Other Duties and Responsibilities:

1. Serves as role model for students; and
2. Conducts all other duties related to the cook's helper duties as assigned by the food service director, principal, assistant superintendent, or local superintendent.
3. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

ADDITIONAL WORKING CONDITIONS:

1. **Occasional exposure to blood, bodily fluids, and tissue.**
2. **Occasional operation of a vehicle under inclement weather conditions.**
3. **Occasional interaction among unruly children.**
4. **Continually update ones training and education in working and serving the specialized needs of the children they serve.**

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority, or designee.