

**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, 3.5-hour, cook's helper position.

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

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: Victoria Fisher (vfisher@tawas.net)

**Applications will be accepted until position is filled.**

**Date of Posting: Monday, February 26, 2024.**

*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.*