

COVERT PUBLIC SCHOOLS
35323 M-140 HIGHWAY
COVERT, MICHIGAN 49043

Vision – Covert Public Schools empowers diverse students to achieve, innovate and lead in our global community.

Mission – Help students construct knowledge; using research based strategies in a safe supported environment that nurtures innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to challenges.

Title: Cook

Reports To: Supervisor of Food Services

Employment Status: Full-Time

Rate of Pay: \$13.07/hour

Qualifications:

1. Possess a High School diploma.
2. Must be able to lift 70 lbs., bend, and twist and stand for more than 2 hours at a time.
3. Must have general knowledge of kitchen and food service.
4. Must demonstrate willingness to learn new processes and work in team environment.
5. Serve-Safe Certification is required.

General Description:

Assist in for food preparation. Assist in planning menus, and maintain clean and well working kitchen and service area. Work with team to provide nutritious meals for students and staff while adhering to budget.

Responsibilities:

1. Prepares work area and food for breakfast.
2. Serves Middle, High & Elementary school breakfast.
3. Prepares breakfast and high school lunch.
4. Prepares Elementary, Middle and High School lunch.
5. Serves Elementary, Middle and High School lunch.
6. Does dishes after every meal.
7. Prepares fresh fruit and vegetables daily.
8. Maintain a clean & sanitary work and service area.
9. Attend workshop and seminars to help improve the breakfast & lunch program.
10. Brings all equipment & dishes from elementary cafeteria.
11. Help plan menus and make food substitutions.
12. Reports to supervisor any shortage of items needed for meal preparations.
13. Must maintain pantries and refrigerator & freezer in orderly manner.
14. Must help put away stock when deliveries arrive.

Other Duties and Responsibilities:

15. Any additional duties & responsibilities deemed necessary by Food Service Supervisor.
16. 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:

17. Observing all rules & regulations as set by Board of Education & Health Department.

All Interested Persons Please Submit Resume To:

Covert Public Schools

Attn: Celinda Gilmore

35323 M-140 Highway

Covert, MI 49043

www.covertps.org

or

gilmorec@covertps.org