

North Adams Jerome Public Schools

Job Announcement

TITLE: **Head Cook**

CONTACT FOR Kimberly Piconi, HR Director
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QUALIFICATIONS: The Head Cook ensures the smooth and efficient operation of the school cafeteria and is responsible for the production of nutritious, appetizing meals for students and staff grades PK-12, while meeting all governmental and district regulations.

JOB GOAL: To operate and manage the District Food Service Department with an atmosphere that welcomes students to enjoy a satisfying and nutritious meal.

- A. Maintain the highest standards of safety and cleanliness in the kitchen.
- B. Develop monthly menus that are both creative and nutritious that satisfy the culinary desires of students and meet the CNP Federal and State of Michigan guidelines.
- C. Work in collaboration of administration and students when building menus according to district budget.
- D. Determine the quantities, size of serving of each food to be prepared daily based on the anticipated count and age requirements..
- E. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of best quality, both in flavor and appearance, before it is served.
- F. Keep a detailed inventory of food and kitchen supplies and order supplies according to anticipated need and district budget. Check food shipments into the school, signing invoices only after each order has been verified.
- G. Prepare CNP Federal and State reports as required. Reconcile daily sales reports and create a weekly bank deposit.

- H. Supervise and aid kitchen workers in the preparation, serving and cleanup of daily meals in a friendly and efficient atmosphere.
- I. Report immediately any problem or accident occurring in the kitchen or the cafeteria area.
- J. Criminal background check required for employment. Must obtain a Michigan Food Handler's permit.
- K. Perform other such duties as may be assigned.

APPLICATION

DEADLINE: Open until filled

TOOLS/EQUIPMENT USED ON THE JOB: Computer, printer, food preparation machines and hand tools, dishwasher, convection oven, stove, cleaning equipment.

PHYSICAL DEMANDS: Standing, walking, frequently lifting 10-15 lbs. and sometimes 25 lbs., occasionally pushing or pulling 50 lbs., stooping, kneeling, crouching, twisting and bending, frequent reaching. Environmental conditions working inside, sometimes noisy and warm.

TERMS OF EMPLOYMENT: Begin on or about August 4, 2026. This position is for __200__ days.

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

AA/EEO/Veteran's Preference