



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal/External Job Posting

Position: Cook Aide
Location: MHS
Classification: Hourly Employee / MESPA Contract Agreement
Terms: Monday – Friday; 4.25 hours per day
Salary: \$15.52 per hour; Commensurate with experience
Posted: April 14, 2025
Closing Date: April 18, 2025

Job Summary: The Cook Aide is responsible for preparing and serving food; and assisting the Cook to ensure the smooth operation of the kitchen.

Education:

- Possession of a high school diploma or its equivalent.

Experience:

- Previous successful experience as a cook aide or as a food service employee.
- Sanitation and Food Safety Certification preferred

Responsibilities:

See attached job description

Benefits Include:

Vision, Dental, Life and AD&D Insurance
Enrollment in State Retirement System
Paid Holidays, Paid Sick Time, Paid Personal Time

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

MONTAGUE AREA PUBLIC SCHOOLS JOB DESCRIPTION

JOB TITLE: Cook Aide
REPORTS TO: Food Service Director
SUPERVISES: Not Applicable

GENERAL JOB FUNCTION:

The Cook Aide is responsible for preparing and serving food; and assisting the Cook to ensure the smooth operation of the kitchen.

EDUCATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent

QUALIFICATIONS:

- Previous successful experience as a cook aide or as a food service employee
- Sanitation and Food Safety Certification preferred

ESSENTIAL JOB FUNCTIONS:

- Assist cook and serve food according to established standards
- Serve students meals
- Maintain local health standards
- Maintain standards of sanitation and safety established by the Muskegon County Health Department and the Michigan Department of Education
- Clean equipment and premises as necessary and as assigned by the Food Service Director and/or the Cook
- Assist in clean up duties of wiping tables, doing dishes and tearing down station as needed
- Account for types of student lunches served and daily waste in accordance with USDA Guidelines
- Operate a cash register, take cash and reconcile accurately
- Put away stock
- Set up steam table
- Demonstrate the ability to:
 - Have well developed interpersonal skills
 - Maintain confidentiality
 - Have strong organizational skills, ability to multi task and meet deadlines
 - Motivate others and influence their behaviors
 - Build positive relationships with students
 - Collect and analyze appropriate data sources to inform decisions
 - Build a professional environment that is one of mutual respect, teamwork, and accountability
 - Work with at-risk students
 - Work effectively as part of a team
 - Assume responsibility for providing direct supervision to students
 - Accept directions from the teacher or principal and work cooperatively with others
- Must be regular in attendance and punctual in reporting to assignment
- Perform such other tasks and assume such other responsibilities as may be assigned

NOTABLE PHYSICAL REQUIREMENTS:

Job requires ability to move heavy loads and lift up to 50 pounds. Occasional lifting (up to 75 pounds) may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a kitchen environment.

EVALUATION:

The Cook Aide is evaluated by the Food Service Director.

WORK LOCATION(S):

Most work is performed in the MAPS kitchens.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.