

# Notice of Support Staff Vacancy

Internal/External Posting

March 8, 2019

- Position:** Cook-Johannesburg Building  
5 hours per school day
- Job Summary:** Assist in the production, service and clean-up of quality meals at the Johannesburg school building; within the requirements of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Child and Adult Care Food Program (CACFP) under the provisions of the Healthy, Hunger-Free Kids Act of 2010, state and local authority.
- Qualifications:**
- High School Diploma or GED.
  - Cafeteria/Food Preparation experience preferred.
  - ServSafe Food Manager Certification and ServSafe Allergen Certification, or willingness to obtain within 30 days of hire.
  - Must demonstrate a desire to learn, understand and administer rules and regulations governing the NSLP, SBP, CACFP and other programs affiliated with Johannesburg-Lewiston Area Schools Food Service Department.
  - Must demonstrate the ability to produce a quality meal that is appealing to the customer's eyes as well as taste buds.
  - Must demonstrate regular, reliable attendance and punctuality.
  - Computer proficiency preferred or willingness to learn.
  - Must demonstrate the ability to count correctly, have basic mathematical skills and the ability to maintain accurate records.
  - Must have the ability to work well under pressure in a fast-paced environment.
  - Must demonstrate the ability to complete required job assignments within the time allotted and meet strict deadlines.
  - Must be self-motivated.
  - Must possess the ability to communicate clearly with others: written, verbally, or using technology.
  - Must be physically able to perform all duties of the cook position, including, but not limited to: lift 50 pounds; maneuver large boxes (cases of food); frequent bending, crouching, carrying, pushing/pulling; stand for long periods of time while performing repetitive functions, walk in and out of cold storage areas with uneven floors; work in close proximity of hot areas including ovens, warmers, steam and pans; skin contact with chemicals and sanitizing agents.
  - Must interact pleasantly with students, staff and vendors.
  - Must be groomed in a neat, clean and appropriate professional manner for this work setting.
- \*full job description available

**Availability:** Immediately

**Deadline:** March 15, 2019 at 11:00 am.

Interested candidates should submit a resume to:

Johannesburg-Lewiston Area Schools Central Office  
10854 M 32 E  
Johannesburg, MI 49751