

# ONTONAGON AREA SCHOOL DISTRICT

701 Parker Avenue  
Ontonagon, MI 49953  
PHONE (906) 813-0614 FAX (906) 813-0615

June 2, 2025

## Head Cook Opening

Rate of Pay: Appendix A, Support Staff contract  
Hours to be worked: 6:00 am till 2:00 pm  
Benefits: As per Support Staff Master Agreement  
Immediate Supervisor: Principal

The Ontonagon Area School District has an opening for a head cook. This position will be in charge of all aspects of the kitchen, nutrition, and state reporting requirements. Please see the attached Job Description

### Qualifications

**Required:**

- High School or GED diploma and at least 3 years of relevant experience in food service preferability in a school, hospital, or similar type of institution
- Serve Safe and Certified Professional Food Manager (or ability to complete within 30 days of employment)
- Knowledge of USDA nutrition requirements
- Maintain minimum yearly PD requirements for position, as required by state and federal requirements.
- Working knowledge of quantity, food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules
- Technology knowledge for ordering, billing, state reporting, and other required documents
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities
- Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a warm and confident manner.
- Individual initiative and ability to work with minimal direction, using sound judgment is essential.
- Ability to maintain confidentiality in all matters.

### Qualifications

**Desired:** Bachelor's or associate degree in food service management, nutrition, or related field.

**Duration:** Position will be 180 Days, with up to an additional 13 days of summer work as needed.

**Reports to:** Superintendent

**Supervises:** None

**Position Purpose:** Runs the district's food service program in compliance with local, state, and federal regulations and requirements, including public health and safety.

**Essential Functions and Dispositions:**

1. Creates a favorable professional impact on students, parents, community, and other employees.
2. Maintains confidentiality in verbal, written, and electronic communication.
3. Refers confidential information to the appropriate person.
4. Follows safe practices and adheres to safety standards.
5. Strong ability to lead by communicating effectively and developing sustainable relationships/partnerships with others.

**Essential Role & Responsibilities:**

6. Oversee and coordinate the daily operation of the district's food service program, including the daily cash flow
7. Monitor food production and service to assure that planning menus are followed and that substitutions comply with meal requirements
8. Maintain full production records on all meals
9. Provide on the job training to staff in areas of food production, sanitation, computerized cash registers, etc
10. Supervise, hire, evaluate, and discipline employees
11. Develop specifications, solicit competitive prices, and requisition all food, equipment and supplies for the department.
12. Plan and type menus that conform to federal regulations and provide nutritional and appetizing foods utilizing USDA commodities.
13. Evaluate meal costs and recommend changes as appropriate
14. Review and approve employee time cards
15. Assist with reports for the Michigan Department of Education
16. Take monthly inventory of all food products and supplies
17. Monitor the use of, inventory and ordering of USDA commodities
18. Coordinate food purchases, preparation and personnel for special events
19. Order all daily and special foods from vendors
20. Process all accounts payable information weekly
21. Work in collaboration with superintendent related to work schedules
22. Plan and conduct employee trainings to meet state and federal requirements
23. Promote student satisfaction by merchandising and serving meals in an attractive manner
24. Assure sanitation and safety procedures in all phases of the food service operation
25. Assess food service equipment needs

**Working Conditions:**

1. Work involves disruptions of daily schedule.
2. Work involves frequent deadlines under pressure.
3. Must be able to lift up to 50lbs
4. Work involves standing and reaching with hands and arms
5. Work involves ability to work with minimal supervision.
6. Work requires flexibility in adjusting to continuously changing situations.
7. Work entails a flexible daily schedule.
8. Work involves high level of decision making and the ability to keep information confidential.

Please submit a letter of application, resume to:

Lisa Johnson  
Ontonagon Area School District  
701 Parker Avenue  
Ontonagon, MI 49953

**APPLICATION DEADLINE: June 16, 2025 or until filled**

In compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service, employment, or process leading to employment. For information contact Lisa Johnson at 906-813-0614 or Ontonagon Area School, 701 Parker Avenue, Ontonagon, MI 49953