



Buckley Community Schools

EVERY student is our FIRST priority

Buckley Community Schools

JOB POSTING

Food Service Director & Head Cook

JOB DESCRIPTION ATTACHED

February 20, 2025

Buckley Community Schools is accepting applications for the following position:

1. Type of work — Food Service Director and Head Cook
2. Location of work — Buckley Community Schools
3. Starting date —ASAP
4. Rate of pay —\$21.60/Hr.
5. Classification — Food Service
6. Minimum requirements — High School diploma, ServSafe certified, 3 yrs. experience in school nutrition
7. Ending date for applications — Applications will be accepted until the position is filled

Please send letter of applications to: jharrand@buckleyschools.com

Mrs. Jessica Harrand, Superintendent
Buckley Community Schools
305 S. First St.
Buckley, Michigan 49620

305 S. First St. | Buckley, Michigan 49620 | P (231) 269-3325 | F (231) 269-3833

www.buckleyschools.com

Job Title: Cook

Classification: Cook

Reports to: Food Service Director and/or Superintendent

Evaluated by: Food Service Director and/or Superintendent

Job Summary: Helps in lunch preparation, assists in serving lunch and helps with general clean up duties.

Essential Duties and Responsibilities:

1. Carefully follows directions given by the Food Service Director and/or any supervisor.
2. Helps in preparation of breakfasts and lunches.
3. Assists in serving lunches.
4. Keeps serving area cleaned and supplied with proper supplies.
5. Keeps dishes, silverware, and utensils in proper place.
6. Cleans and maintains assigned food service/dining area and kitchen equipment.
7. Assists in cleaning duties following lunch period.
8. Set-up and clean-up of food bar in a timely manner with the proper amount and type of food(s).
9. Fill the milk coolers.
10. Assists with monthly inventory.
11. Adheres to rigid sanitary and safety standards.
12. Assists in receiving, checking, and storing of all food deliveries.
13. Wears and properly maintains approved food service uniform.
14. Takes pride in personal appearance.
15. Helps in the daily cleaning of all kitchen equipment and utensils.
16. Maintain cleanliness of dish machine area.

Employment Expectations:

1. To Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. The employee shall exhibit a good work ethic by having a good attendance record, be conscientious of break and lunch periods and shall complete his/her assigned duties in a timely manner. It is expected that all staff will use their time wisely and will thoroughly clean their assigned areas before, during, and after its use.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operations of school vehicles.
3. Occasional interaction among unruly children.

Qualifications:

1. Valid driver's license
2. Be over the age of 18

3. Proven ability in cooking, preparing, and serving school lunches
4. Good health, high moral character, and good attendance record
5. Professional tact, diplomacy, and presentation with administrators, staff, students, parents, and community
6. High school diploma or equivalent
7. Be clean and neat with good personal hygiene
8. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

Job Title: Food Service Director

Classification: Food Service
Reports to: Superintendent
Evaluated by: Superintendent

Job Summary:

The Food Service Director shall be responsible for the operation of the school breakfast and lunch programs. The goal shall be to provide meals of high nutritious value in a clean and sanitary environment.

Essential Duties and Responsibilities: *Other duties may be assigned.*

The Food Service Director of Buckley Community Schools:

17. Orders supplies and materials necessary to operate the food service program.
18. Recommends the replacement of old, or purchase of new, equipment needed for operation of the food service program.
19. Maintains records as required by law at the federal, state, and local levels.
20. Develops and administers a self-supporting food service program including both ala carte and Federal/State subsidized meals.
21. Plans menus for the school cafeteria and informs the public of the monthly and weekly menus.
22. Recommends and works within the food service menu.
23. Reviews and recommends prices for the various meals served.
24. Evaluates bids for food, supplies, and equipment with the Superintendent.
25. Applies for government commodity food.
26. Maintains inventory control of food, supplies, and equipment.
27. Operates the cafeteria in conformity with state and local codes.
28. Provides catering services as requested for other school activities and outside organizations using school facilities.
29. Prepares and serves food according to state and local guidelines and laws.
30. Assists the Superintendent in the evaluation of cooks and food service personnel employed by the school.
31. Performs other food service duties as assigned by the Superintendent.

Knowledge and Skills Required:

4. High School diploma or equivalent and meets other educational requirements established by the Board of Education.
5. Post high school training/experience in food preparation is desired.
6. Knowledge and experience of food service in the public sector desired.
7. Ability to work with others while demonstrating the ability of self-direction on the job.
8. Demonstrates good public relations skills relating to the job.
9. Dependable and of good moral character.
The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

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