

74500 Burk Street, Armada, Michigan 48005 • (586) 784-2112 • FAX: (586) 784-4268

INTERNAL VACANCY**May 29, 2025**

POSITION: Head Cook-High School
DEADLINE: June 6, 2025
APPLY TO: Superintendent's Office, Armada Area Schools, 74500 Burk Street, Armada, MI 48005; Fax 586-784-4268; or e-mail: ttomayko@armadaschools.org

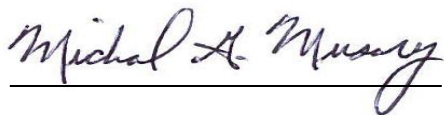
QUALIFICATIONS: High School diploma or GED
Recognized Food Safety Manager Certification such as "ServSafe"
Experience cooking in School preferred, or batch cooking Food Service Operation

REPORTS TO: Food Service Supervisor
SALARY: As listed in the 2024-2027 Union Contract (5.75 Hours Daily)
JOB GOAL: Responsible for all aspects of food production in High school kitchen, focusing on required Food sanitation and Safety, food cost and scheduling guidelines.

PERFORMANCE RESPONSIBILITIES:

Plans and directs the preparation and serving of all food in the cafeteria, Breakfast and Lunch daily, forecasts daily servings and orders needed supplies through the Director of Food Service
Adheres to ordering deadlines, turns in orders to Supervisor weekly.
Ensures the security of food and supplies, including revenue, notifies Supervisor if necessary
Supervises and participates in the preparation and serving of food during meal service
Directs and monitors the daily tasks of food service staff members within kitchen
Oversees and participates in the cleaning of the kitchen and related areas. Adheres to FIFO, stock rotation of Freezer, Cooler, and Storage room, as requested by Supervisor, schedules a kitchen inventory, with co-workers 2 times per year, date to be set by Supervisor.
Completes yearly professional development training hours as required by USDA and MDE
Directs and adheres to proper sanitation procedures and ensures food safety.
Ensures the Temperature Logs are on all cooling/holding units, and daily logged, and reports any corrective action findings to Food Service Supervisor.
Ensures all equipment in the kitchen is in safe, working condition and notifies the Director of Food Service when repairs are needed.
Maintains all records of food and supplies received and used, completing daily Food Production records conforming to government and department guidelines.
Maintains accurate production records
Trains new staff members, and substitutes
Checks in deliveries and verifies supplier invoices, participates in stock storage, and rotation.
Participates in the storage of supplies according to the food safety plan guidelines.
Ensures meal service adheres to published menus and government regulations.
Minimizes food waste and prepares meals focusing on quality, appearance, and freshness.
Escalates to the Director of Food Service when necessary.
Good organization and math skills; must be able to lift a minimum of 50 lbs.
Responsible for Health Department inspections, all communication with Inspector, when observing the cooking operation.
Maintains a professional and positive relationship with all Students, Administrative Staff, Supervisor and Co-workers. Works as a Team, with co-workers, Administrative Staff and support staff.
Head Cook must be reliable, dependable.

EVALUATION: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.



Michael G. Musary, Ed. Sp.
Superintendent