

Public Schools of Calumet, Laurium & Keweenaw Announcement of Position Vacancy Posting

Title of Positions: Cook's Helper – Elementary School

General Description: - 8 hours/day, Monday – Friday, 6am-2pm,
-To include but not limited to the following:

- Assist Head Cook with preparing meals for CLK Schools & satellite schools, manage & direct food service staff for CLK Elementary

Minimum -Experience in food preparation preferred

Qualifications: -Basic computer knowledge
-Valid driver's license

Starting Date: August 25th, 2025

Salary: per AFSCME contract

Application: A letter of application can be dropped off or sent to:

Superintendent's Office
Public Schools of Calumet, Laurium & Keweenaw
57070 Mine St.
Calumet, MI 49913

ATT: Carol Janckila, Director of Food Service

**Closing Date for Receipt
of Official Application:** Friday August 1st, 2025 by 2:00pm

The Public Schools of Calumet, Laurium & Keweenaw
Are Equal Opportunity Employer

JOB SUMMARY:

Assist with producing food items to be used by production kitchen location and satellite schools. Assist with quantities of food needed and quantities to distribute to satellite schools. Assist Head Cook and Director of Food Service in menu changes when necessary. Use professional training and judgment to supervise the quality and quantity of food produced. Assist with directing food service staff, student employees and school volunteers under the direction of the Head Cook and/or Director of Food Service when necessary.

JOB RESPONSIBILITIES:

- Prepare a variety of foods, including but not limited to entrees, salads, sandwiches, fruits, vegetables, and special diets for students following doctor's notes/special diet forms, standardized recipes and menus, price, and portion controls
- Set up food on serving lines and/or steam tables and serve meals or meal components
- Prepare and serve beverages.
- Store or dispose excess food properly
- Wash, sanitize, and store dishes, tableware, and kitchen utensils; scrub counter, and dispose of waste properly
- Operate and clean all kitchen equipment such as ranges, ovens, steamers, mixers, choppers, and dishwashing machines and other equipment not specifically listed.
- Store food and supplies in accordance with HACCP - based Standard Operating Procedures and State of Michigan Food Code.
- Use only the standardized recipes of State of Michigan or USDA in the production of foods.
- Maintain accurate and timely orders/production records as required by the State of Michigan and USDA.
- Check in deliveries
- Perform other duties as assigned by the Head Cook and/or Director of Food Service

PHYSICAL DEMANDS:

- Capable to perform on a continuous basis: Lifting from floor to waist food items or objects weighing up to #50; carrying food items or objects weighing up to #50 for 15 feet; lifting from waist to shoulder food items or objects weighing up to #50.