

Public Schools of Calumet, Laurium & Keweenaw

Announcement of Position Vacancy

Title of Positions: Cook's Helper

General Description: - hours/day, Monday – Friday, 8:00am-1:45pm,
-To include but not limited to the following:

- Assist Head Cook with preparing meals for CLK Schools & satellite schools

Minimum -Experience in food preparation preferred

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

Starting Date: August 31st, 2026

Salary: \$14.75/hour - WillSub

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: Judy Emery, Assistant Director of FS

**Closing Date for Receipt
of Official Application:** until filled

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

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 serves meals or meal components

- Prepare and serve beverages.

- Store or dispose excess food properly

- Wash, sanitize, and store dishes, tableware, and kitchen utensils; scrubs counter, and disposes 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 an accurate and timely orders/production records as required by the State of Michigan and USDA.

- Checks in deliveries

- Performs other duties as assigned by the Assistant Director of Food Service or Assistant Head Cook

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.