HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST – November 10, 2026

CAFETERIA EXTERNAL POSTING

POSITION:	Cook Assistant
LOCATION:	Village Elementary School
HOURS:	Monday through Friday 11:00 am - 2:30 pm (3.5 hours) scheduled in-person student days only and other days as assigned.
BARGAINING UNIT:	Food Service Association
DATES OF POSTING:	November 10, 2026, until filled
QUALIFICATIONS:	See Attached Job Description
APPLY TO:	Interest in the position must be in writing and submitted to Lisa Archey, Student Nutrition Director. Please email Ms. Archey at lisaarchey@hartlandschools.us

This position includes, but is not limited to, running a cash register (requires basic computer skills), ordering, putting away stock, cooking and following SOP procedures and HACCP regulations.

c: FSA
Lisa Archey

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

HARTLAND CONSOLIDATED SCHOOLS

JOB DESCRIPTION

TITLE: **STUDENT NUTRITION COOK ASSISTANT**

QUALIFICATIONS:

1. High school diploma or equivalent
2. Good character and cooperative nature
3. Previous experience in cooking, baking and food service operations preferred
4. Certification of good health, including lifting of up to 50 lbs., evidence of freedom from physically limiting back problems, signed by a licensed physician
5. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities
6. Demonstrated record of good attendance
7. Must be capable of following directions, giving directions, planning tasks and working independently
8. Must be able to follow the directions of and make adjustments to standardized recipes
9. Must be well groomed, pleasant, tactful and have the ability to work effectively with students and adults
10. Must know procedures in food preparation, use and care of equipment, and possess personal habits to assure that sanitation standards are met
11. Must have working knowledge of HACCP procedures and how to document those procedures
12. Must have basic computer knowledge/experience

REPORTS TO: Student Nutrition Director

JOB GOAL: To provide students and staff with high quality, nutritional meals by following the National School Lunch Program Guidelines and Regulations.

PERFORMANCE RESPONSIBILITIES: Cook Assistant will perform duties in the following areas which are listed by way of example and are not to be considered to be all inclusive.

1. Assist in preparing all foods for satelliting, including filling supply orders of food and paper, preparing soups, salads, fruits vegetables, pizza, rolls.
2. Assist in the preparation of all foods for serving in all buildings, including counting, putting into carriers for delivery to designated buildings.
3. Assist Crew Leader with weekly orders, inventories, production sheets, and keep properly informed of needed supplies.
4. Keep all records of lunches served, money collected, serve lunches on line.
5. Supervise student helpers and give assignments.
6. Assist in areas of food service where needed including cooking, baking and all other operations of food service.
7. Ensure that all HACCP requirements in sanitation, safety, food handling and storage are adhered to.

TERMS OF EMPLOYMENT: Salary, fringe benefits and conditions of employment will be in accordance with Hartland Food Service Employees' Master Agreement.

EVALUATION: Performance will be evaluated in accordance with the Hartland Food Service Employees' Master Agreement.