



Kalkaska Public Schools

Posting / Employment Opportunity

December 19, 2025

*Food Service Head Cook – Rapid City – 6.5/hours/daily
2025-2026 SY*

Qualification Requirements

- Minimum of a high school diploma.
- Must have current ServSafe Certification.
- Prior work experience in related field, preferred.

Duties and Responsibilities

- Leads and participates in serving food to students in order to insure that school lunches comply with school district and state of Michigan food safety, sanitation, and quality standards.
- Places orders from the central kitchen for food items and supplies; plans for and insures that the following day's needs are accounted for each day.
- Monitors food temperatures and makes corrective adjustments as necessary.
- Responds to quality concerns from parents and students and implements corrective actions when necessary to maintain a quality food service program.
- Leads and participates in processing the receipt, stocking, and storage of daily school food orders received from the central kitchen.
- Accounts for cash and checks received and reconciles daily receipts and maintains accounting logs and records to maintain accurate accounting records for the school lunch program.
- Serves as a cash attendant to calculate and account for hot lunch costs for students while insuring that proper meal requirements are being met.
- Processes and completes required forms and documentation to maintain and/or prepare food production records, purchase orders, food safety records monthly inventory reports, etc.
- Participates in training new employees on proper and safe food handling methods and techniques, monitors and evaluates their progress, and provides appropriate feedback and instruction.
- Prepares daily work schedules and provides leadership and supervision over the work of the food service staff.
- Performs other related duties as directed by supervisor.
- Regular and reliable attendance.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Salary determined by support staff contract.

**Deadline**

3 p.m. on December 29, 2025 or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination:
Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109