



POSITION VACANCY

DATE POSTED:	February 27, 2025
POSITION:	Head Cook – Buffalo Campus
REPORTS TO:	Director of Business Affairs/The Nutrition Group Director of Food and Nutrition
STARTING DATE:	August 14, 2025
SALARY RANGE:	Per Negotiated Agreement
WORK YEAR:	191 Days (5.75 hours a day)
QUALIFICATIONS:	High school diploma or equivalent. Previous work experience in related areas. Proficient in mathematics to develop recipe ingredient proportions. Proficient in food preparation. Experience and knowledge in maintaining and operating food service equipment. Physically able to lift 30 pounds and obtain a health certificate if requested. Pass a Criminal Background check.
RESPONSIBILITIES:	Preparation of food to be served during the student lunch program. Prepare menu items. Clean food preparation equipment, storage, and work areas. Maintain control of menu items from storage to preparation and serving. Prepare daily production control records. Order food needed for all menu items. Participate in inventory control of food items and commodities on an as needed basis to maintain a cost-effective method of operation. Maintain continuous inventory records. Help unload, check, and store supplies.
APPLICATION DEADLINE:	March 28, 2025
APPLY TO:	Stephanie VanDusen, Executive Secretary-Central Office

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