



Administration Office  
360 S. Mill St., P.O. Box 820, Newaygo, MI 49337  
(231) 652-6984 [www.newaygo.net](http://www.newaygo.net)

## **VACANCY NOTICE**

Date Posted: April 7, 2025

Last Day to Receive Applications:

INTERNAL CANDIDATES: April 11, 2025

EXTERNAL CANDIDATES: Until Filled

This is a notice that a vacancy exists for the 2024-2025 school year to include:

**1- Part-Time Cook**  
Newaygo Middle School  
6.5 hrs./day  
**Hours: 6:45am – 1:45pm Monday – Friday**

Newaygo Public Schools is seeking Cooks to join our Food Service Team. As a School Cook, you will play a crucial role in preparing and serving nutritious meals to students and staff in accordance with established guidelines and standards. This position emphasizes teamwork, collaboration, and a commitment to providing wholesome meals that contribute to the well-being and success of our students.

### **Responsibilities:**

- Prepare and cook breakfasts, lunches, and snacks for students, adhering to established menus, recipes, and portion sizes.
- Ensure that all meals meet nutritional requirements and food safety regulations.
- Collaborate with the kitchen team to streamline operations and maintain a clean, organized workspace, in compliance with health and safety regulations.
- Follow proper sanitation procedures and guidelines for the handling, preparation, and storage of food.
- Monitor food supplies and ingredients, placing orders as needed to maintain adequate inventory levels.
- Monitor and record temperatures of food and storage areas to ensure safety standards are met.
- Assist in the setup and cleanup of serving areas, including serving students during meal times.
- Adhere to school policies and procedures, as well as state and federal regulations related to school nutrition programs.
- Follow proper food safety and sanitation procedures at all times to ensure the health and safety of students and staff.
- Maintain a positive and cooperative relationship with school administration, faculty, and students.

**Qualifications:**

- High school diploma or equivalent.
- Proven experience as a cook, preferably in a school or institutional setting.
- Adherence to uniform and hygiene requirements.
- Knowledge of food safety regulations and procedures.
- Ability to work effectively as part of a team in a fast-paced environment caused by strict deadlines and time constraints.
- Strong communication and interpersonal skills.
- Ability to follow oral and written directions.
- Flexibility to adapt to changing menus and dietary requirements.
- Problem solving, basic math and computer skills.
- Physical stamina and dexterity necessary for prolonged periods of standing, bending, twisting and lifting up to 60 lbs.
- Ability to work effectively as part of a team.

**To Apply:**

Applications can be picked up at the

**NPS Administration Office at 360 South Mill St. Newaygo, MI 49337 OR Printed off of the district website at [www.newaygo.net/district/jobs/](http://www.newaygo.net/district/jobs/)**

Current employees need only sign the posting and turn it in to Mrs. Charette.

*\*Please refer to the Bidding Procedures in Article 6 (page 11) of the Support Staff Union Contract.*



Date

Ben Gilpin, Superintendent

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Current Employee's Signature

Newaygo Public Schools

*Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, admissions, or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act.*