

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**GRPS MISSION:** Our mission is to ensure that all students are educated, self-directed and productive members of society.

<b>COOK/SATELLITE PRODUCTION AND UTILITY H-215</b>
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**Department:** Nutrition Services  
**Bargaining Unit:** Grand Rapids Education Support Professionals Association (GRESPA)  
**Hourly Rate:** Based on the collective bargaining agreement

**JOB SUMMARY**

The Satellite Production and Utility employee is responsible for the efficient and proper operation of their assigned food service area.

**ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Assure nutritious and attractive meals are prepared and served daily in a friendly and timely manner in accordance with the central menu prepared by Food & Nutrition Services.
- Assure proper food handling procedures are being followed
- Maintain all records requested by the Food and Nutrition Services Office.
- Place all food and non-food supply orders.
- Maintain high standards of sanitation and safety in the food service area.
- Attend meetings conducted by Food and Nutrition Services to increase knowledge and efficiency.

- Interact with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- Perform any other duties so assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Current Accredited Kitchen Manager Certification.

#### **Knowledge, Skills and Abilities:**

- Must have adequate reading and mathematical abilities.
- Demonstrated good attendance and punctuality.
- Demonstrated ability to accomplish required work with minimal supervision.
- Must possess the capability to maintain accurate ordering and inventory records.
- Must possess the ability to work in a professional/courteous manner with students and staff.
- Demonstrated ability to participate as a member of a team.
- Demonstrated ability to work in a diverse environment.

*Individual with limited English skills are encouraged to apply.*

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate,

instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

***Non-Discrimination***

***The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(616\) 819-2022](tel:6168192022) or [humanresources@grps.org](mailto:humanresources@grps.org).***