



## **Fremont Public Schools**

### ***Administration***

450 E. Pine Street  
Fremont, MI 49412  
Phone: (231) 924-2350  
Fax: (231) 924-5264

### **Nutrition Services Posting**

**POSTING DATE:** March 8th, 2024

**POSITION:** Class V Cook-Production Manager– High School 2024-25 School Year

**HOURS:** 7:00 a.m. – 2:30 p.m. (7.5 hrs.)

**REPORTS TO:** Director of Nutrition

#### **RESPONSIBILITIES:**

To work cooperatively and effectively with building staff and students, making a positive contribution to the Fremont Public Schools Nutrition Services Department.

To coordinate & cook the daily meal items, place orders for Gordon's, Cedar Crest Dairy, and any other purveyors as needed. Prepare and complete all production sheets and daily related paperwork.

This position will be required to coordinate the High School Kitchen staff to ensure the seamless production of meals for the High School are carried out daily.

To use correct and accurate cashiering practices when dealing with the daily lunch, breakfast and ala carte sales on the computerized POS system. Be able to calculate some figures in your head.

This position may require to occasionally come in on weather related days due to school cancellation.

To be able to lift and stack 40# cases of food and drinks when deliveries arrive.

The candidate for this position must have past and present good attendance.

**DEADLINE:** 3/25/2024 or until filled

**APPLICATIONS:** Submit a written letter of application, completed application, and resume to:  
John R. Rosenberg, Director of Nutrition/Fremont Public Schools  
450 E. Pine Street  
Fremont, MI 49412

**APPROVED BY** Brad Reyburn, Superintendent

**Date:** March 8th, 2024

Fremont Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability.