



## A-C Central CUSD #262

### Part-Time Elementary Cook

A-C Central District #262 has the following Part-Time Cook position available for the 2022-2023 school year.

**Qualifications:** High School diploma or GED, valid Illinois Driver's License. 1-3 months related experience and/or training (or equivalent combination of education/experience). Functional math and computer skills. Ability to write routine reports and correspondence and effectively present information in one on one and small group situations to students and other employees of the organization. Must maintain positive relationships with students, maintain confidentiality, staff and parents always behaving in a professional and courteous manner. Reasonable accommodations may be made as necessary.

**Summary:** Prepare and serve food to students and staff while following nutritional guidelines set forth by the appropriate state and federal agencies, and maintain the kitchen and serving areas to the necessary health code guidelines. Must be able to lift and put away food orders.

**Essential Functions:**

1. Daily preparation of food.
2. Clean-up of all areas (kitchen, cafeteria, commons area).
3. Maintain the kitchen to the standards of the health department.
4. Maintain records and inventory as required for state, federal, and school kitchen/cafeteria requirements.
5. Investigate and resolve food quality and service complaints.

**Hours:** 9:30a.m. – 1:30 p.m.

**Salary:** According to CBA (Not less than \$13/hour)

If interested, please submit a letter of reference to Mrs. Candi Shaver at 501 W. Buchanan St., Ashland, IL 62612 or by email [cshaver@accentral.us](mailto:cshaver@accentral.us)