



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

**Job Title:** Prep Cook

**Position Type:** Part-time, hourly, non-exempt

**Hours:** up to 29 hours/week

**Location:** Escanaba, MI

**Pay Range:** \$13.73

**Benefits:** Benefits include paid time off, 403(b) retirement plan and access to our Employee Assistance Program.

**Job Summary:** The Prep Cook is responsible for assisting with preparing and packaging meals for the Senior Services Nutrition Program.

**Qualifications:**

- High school diploma or equivalent
- Experience working in a commercial kitchen preferred
- Ability to work in a fast-paced, team-oriented environment

**How to Apply:** A full job description can be found on our website ([www.mdscaa.org/job-board](http://www.mdscaa.org/job-board)).

Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1<sup>st</sup> Ave N, Escanaba, MI 49829 **OR** emailed to [hr@mdscaa.org](mailto:hr@mdscaa.org).

*This position will remain posted until filled.*

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



**Job Title:** Prep Cook  
**Program:** Senior Services  
**Location:** Senior Center Kitchen  
**Classification:** Non-exempt, hourly

**Revised:** 6/2025  
**Reports To:** Head Cook  
**Supervises:** None

## **POSITION OVERVIEW**

The Prep Cook is responsible for assisting with preparing and packaging meals for the Senior Services Nutrition Program.

## **EDUCATION & EXPERIENCE**

- High school diploma or equivalent
- Experience working in a commercial kitchen preferred

## **REQUIRED SKILLS/ABILITIES**

- Ability to work in a fast-paced, team-oriented environment
- Must submit to a criminal background check

## **DUTIES/RESPONSIBILITIES**

- Assist with food preparation and packaging home delivered and congregate meals for program participants, as well as other contracted meals
- Maintain and update food and supply inventories as directed by the Head Cook
- Practice safe food handling techniques
- Maintain safe food temperatures while preparing and packing food per Michigan Department of Public Health guidelines
- Work a flexible schedule based on menu and meal counts
- Maintain participant confidentiality
- Participate in required staff trainings and meetings
- Comply with Michigan Health Department and Nutrition Program standards for all kitchen operations
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Action Agency and its funding sources
- Perform other duties as assigned

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Prolonged periods of standing and preparing and cooking food
- Must be able to exert up to 50 pounds of force occasionally and up to 20 pounds frequently
- Must be able to work in a kitchen environment that may involve exposure to extreme heat or cold

**This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.**