



507 1st 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).

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 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.



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.