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The Menominee-Delta-Schoolcraft Community Action Agency & Human Resources Authority, Inc. is currently accepting applications for the following position:

**Job Title:** Prep Cook/Meal Runner Float  
**Position Type:** Part-time, hourly, non-exempt  
**Hours:** up to 25 hours/Week  
**Location:** Manistique Kitchen – Manistique 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/Meal Runner Float assists with the preparation and packing of home delivered and congregate meals for program participants and other contracted meals. When needed, will deliver meals to the homebound

**Qualifications:**

1. High school diploma or equivalent required
2. Experience in quantity cooking
3. Excellent driving record
4. Must submit to criminal background checks.

**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/uu1ZH6HJ>

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](mailto:hr@mdscaa.org).

*This position will remain posted until filled.*

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



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

**Revised:** 6/2025  
**Reports To:** Site Manager  
**Supervises:** None

## POSITION OVERVIEW

The Prep Cook/Meal Runner Float is responsible for assisting with preparing and packaging meals, as well as delivering meals to homebound individuals, and in some cases, delivering congregate and contracted meals for the Senior Services Nutrition Program

## EDUCATION & EXPERIENCE

- High school diploma or equivalent
- Must possess a valid driver's license and have a clean driving record
- Experience working in a commercial kitchen preferred
- Experience working with the public preferred

## REQUIRED SKILLS/ABILITIES

- Ability to work in a fast-paced, team-oriented environment
- Strong decision-making skills
- Must submit to a criminal background check and driving record look-up

## DUTIES/RESPONSIBILITIES

### Prep Cook:

- 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 Site Manager
- 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

### Meal Runner:

- Pack meals, ensuring all meal components are accounted for, and load meals into the delivery vehicle
- Maintain efficient meal routes and accurate documentation sheets, including recording delivered meals, returned meals and tracking cancellations
- Observe changes in clients' health or environment and report to supervisor
- Follow procedures that ensure appropriate meal temperatures throughout the route
- Wipe down the equipment used for packing and the delivery of meals daily (i.e.: trays, coolers, meal containers, etc.)
- Deliver donation summaries to clients monthly
- Keep the delivery vehicle clean and well-maintained, including tracking oil changes, tire rotations, etc.

- Complete the Driver's Vehicle Inspection Report monthly
- Follow proper lifting procedures

**Other:**

- 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
- Must be able to repeatedly get in and out of a vehicle, climb stairs and walk in adverse weather conditions
- Prolonged periods of driving a vehicle
- Possible exposure to inclement weather conditions and hazardous driving conditions

**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.**