

## POSTING/Employment Opportunity – July 30, 2014

<b>Food Service Assistant/4.5 Hours</b> <i>2014-2015 School Year</i>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of a high school diploma.</li> <li>• Prior work experience in related field, preferred.</li> </ul>
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assists Lead Cook with preparation, serving and clean-up for meals at assigned school.</li> <li>• Washes dishes and keep dishwashing area clean and orderly.</li> <li>• Assists with putting away stock.</li> <li>• Assists with food service work and to keep storage area clean and orderly.</li> <li>• Shall assume responsibilities of other positions, such as cashier, as directed by the Head Cook.</li> <li>• Ability to work independently and make decisions in accordance with established policies and regulations.</li> <li>• Ability to read and comprehend safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>• Knowledge of basic math including arithmetic and their application.</li> <li>• Ability to handle cash and complete records requiring basic math skills.</li> <li>• Ability to successfully complete State of Michigan required food safety tests.</li> <li>• Ability to communicate effectively with students and school administrators and staff.</li> <li>• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.</li> <li>• Performs other duties as assigned by the Food Service Director.</li> </ul>
<b>Salary and Benefits</b>	Salary determined by support staff contract. See contract posted under transparency at <a href="http://www.kpschools.com">www.kpschools.com</a> .
<b>Deadline</b>	3:00 p.m. Thursday, August 14 or until filled
<b>Method of Application</b>	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:</p> <p style="text-align: center;">Chris Luce Kalkaska Public Schools P.O. Box 580 Kalkaska, MI 49646</p>
<b>Contact Information</b>	Please direct questions to Chris Luce at e-mail <a href="mailto:cluce@kpschools.com">cluce@kpschools.com</a> .
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>	