



**EXTERNAL Food Service Assistant/5.75 Hours/Daily - BS**

*2023-2024 School Year*

<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>• Assist Head Cook with preparation, serving and clean up for meals at assigned school.</li> <li>• If Head Cook is absent, step in as Head Cook.</li> <li>• Assist in putting away stock.</li> <li>• Lift/move up to 50 pounds.</li> <li>• Keeps food service work and storage areas clean and orderly.</li> <li>• May rotate with Food Service Assistants as cashier as directed by the Head Cook.</li> <li>• Performs other duties as assigned by the Food Service Director.</li> <li>• Observe safety and security procedures.</li> <li>• Participate in ongoing professional training.</li> <li>• Regular and reliable attendance.</li> </ul>
<b>Salary and Benefits</b>	Salary determined by support staff contract.
<b>Deadline</b>	3:00 p.m. on November 29, 2023 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;">Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646</p> <p style="text-align: center;">Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a></p>
<b>Contact Information</b>	Please direct questions to Rick Heitmeyer at e-mail <a href="mailto:rheimeyer@kpschools.com">rheimeyer@kpschools.com</a> .

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.

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