



Kalkaska Public Schools

Posting / Employment Opportunity

May 8, 2025

Food Service Assistant – Elementary (5.75 hours/daily)

2024-2025 School Year

Qualifications	<ul style="list-style-type: none">• Minimum of a high school diploma.• Prior work experience in related field, preferred.
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Assist Head Cook with preparation, serving and clean up for meals at assigned school.• If Head Cook is absent, step in as Head Cook.• Assist in putting away stock.• Lift/move up to 50 pounds.• Keeps food service work and storage areas clean and orderly.• May rotate with Food Service Assistants as cashier as directed by the Head Cook.• Performs other duties as assigned by the Food Service Director.• Observe safety and security procedures.• Participate in ongoing professional training.• Regular and reliable attendance.
Salary and Benefits	Salary determined by support staff contract.
Deadline	3:00 p.m. on May 14, 2025 or until filled.
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to: Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 Or electronically as ONE PDF document to: jobs@kpschools.com
Contact Information	Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com .

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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