



## Food Service Assistant - Birch Street Elementary

2024-2025 School Year

Qualifications	<ul style="list-style-type: none"> <li>• Minimum of a high school diploma.</li> <li>• Prior work experience in related field, preferred.</li> </ul>
Essential Duties and Responsibilities	<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>
Salary and Benefits	Salary determined by support staff contract.
Deadline	3:00 p.m. on September 9, 2024 or until filled.
Method of Application	<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>
Contact Information	Please direct questions to Rick Heitmeyer at e-mail <a href="mailto:rheimeyer@kpschools.com">rheimeyer@kpschools.com</a> .

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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