



Kalkaska Public Schools

Posting / Employment Opportunity

January 16, 2026

*Food Service Assistant - SUBSTITUTES
2025-2026 SY*

Qualification Requirements

- Minimum of a high school diploma.
- Prior work experience in related field, preferred.

Duties and Responsibilities

- 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.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Determined by the support staff contract.

Deadline

3 p.m. on January 22, 2026 or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

Please direct questions to Rick Heitmeyer at e-mail rheimeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

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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