

**PORT HURON AREA SCHOOL DISTRICT  
DEPARTMENT FOR HUMAN RESOURCES**



**NOTICE OF NON-CERTIFIED VACANCY**

*Food Service Bargaining Unit*

**Please Post  
FSRV – 209**

**February 13, 2018**

<b>Building:</b>	<b>Port Huron Northern High School</b>
<b>Position:</b>	<b>Kitchen Assistant</b>
<b>Qualifications:</b>	<b>See Posting</b>
<b>Hours/Times/Calendar:</b>	<b>6.0 hrs per day 6:40 – 12:40</b>
<b>Effective:</b>	<b>Immediately</b>
<b>Allocation:</b>	<b>2.297.29.0000.1650</b>

**APPLICATION PROCEDURE:**

**Internal Applicants**  
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., February 19, 2018.***

**PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE**

Send to: [humanresource@phasd.us](mailto:humanresource@phasd.us)

**Patricia Wachtel, Human Resource Manager** 

External Applicants  
Please Apply On-Line on or before **February 19, 2018**

[https://hr.phasd.us/Job\\_List.aspx](https://hr.phasd.us/Job_List.aspx)

Any bids received after the date and time stated above will not be accepted.

\*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

*The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

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ORGANIZATIONAL MANUAL

POSITION GUIDE

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TITLE

**Kitchen Assistant**

SECTION G – 3a

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## QUALIFICATIONS

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1. High school diploma or equivalent (GED) required.
  2. Appearance must be clean and professional as described in our *Departmental Uniform and Personal Hygiene* policies.
  3. Must have adequate reading and mathematical skills to perform the duties of the position.
  4. Must be dependable, enthusiastic and possess a positive attitude.
  5. Must have a reliable means of transportation and a working phone number.
  6. Demonstrated ability to accomplish work duties without supervision.
  7. Must possess the capability to maintain accurate ordering and inventory records.
  8. Must possess the ability to work in a professional/courteous manner with students and staff.
  9. Demonstrated ability to participate as a member of a team.
  10. Demonstrated ability to work in a diverse environment.
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## JOB RESPONSIBILITIES

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1. Assure nutritious and attractive meals are prepared and served daily in a friendly and timely manner in accordance with the central menu prepared by the Food & Nutrition Services Director.
  2. Assure proper food handling procedures are followed.
  3. Maintain high standards of sanitation and safety in the food service area.
  4. Maintain all records requested by the Food & Nutrition Services Office.
  5. Complete all food and non-food supply orders.
  6. Attend meetings conducted by the Food & Nutrition Services Director in order to increase knowledge and efficiency.
  7. Perform other duties as assigned.
  8. Conducts him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.
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## PHYSICAL CAPABILITIES

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1. Must possess the ability to lift a minimum of 40 pounds on a regular basis, and have the ability to bend easily at the knees.
  2. Must be able to stand for up to six hours at a time in order to prepare and serve meals.
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SELECTION COMMITTEE

BUILDING SUPERVISOR AND HUMAN RESOURCES

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EVALUATED BY

SUPERVISING ADMINISTRATOR

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SALARY DATA

AS PER NEGOTIATED AGREEMENT

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ALLOCATION(S)

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FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

October 2017

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