



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

NOTICE OF NON-CERTIFIED VACANCY

Food Service Bargaining Unit

**Please Post
FSRV – 193**

March 12, 2019

Building:	Literacy Academy at Cleveland
Position:	Kitchen Assistant - 5.25 hrs
Qualifications:	See Posting
Hours/Times/Calendar:	7:15 a.m. – 9:00 a.m.; 10:00 a.m. – 1:30 p.m.
Effective:	April 1, 2019
Allocation:	2.297.04.0000.1650

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., March 18, 2019***

PLEASE INCLUDE #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager 
External Applicants

Please Apply On-Line on or before **March 18, 2019**

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

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Kitchen Assistant

SECTION G – 3a

QUALIFICATIONS

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

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

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

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)

2.297.04.0000.1650

FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

October 2017
