

**PLEASE POST**

**FSRV-127**



**PORT HURON AREA SCHOOL DISTRICT  
PORT HURON, MICHIGAN**

***NOTICE OF NON-CERTIFIED VACANCY  
COOKS BARGAINING UNIT MEMBERS ONLY***

**October 10, 2017**

**Kitchen Assistant  
Fort Gratiot Middle School  
ServSafe Certification**

2.75 hours/day

9:45 – 12:30

Allocation # 2.297.24.0000.1650

SEE REVERSE SIDE FOR JOB DESCRIPTION

**ALL REQUESTS MUST BE:**

1. In writing to: Patricia Wachtel, Human Resources Manager *pw*
2. Received in the Department for Human Resources
3. Received on or before: 4:00 p.m., October 16, 2017

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

Applicants wishing to withdraw their interest must present a written request to the Department for Human Resources.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

*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.*

# 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 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

DIRECTOR FOR FOOD SERVICES 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.

January 2015

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