



# North Muskegon Public Schools

## Position Posting

### July 11, 2024

### **Kitchen Aide**

4 hours a day - Daily schedule to be assigned by Food Service Director  
Pay - \$14.85

#### **ESSENTIAL DUTIES:**

Assist in the kitchen or cafeteria where immediate need is required

#### **RESPONSIBILITIES:**

- Assist cook and serve food according to established standards
- Serve students meals
- Maintain local health standards
- Maintain standards of sanitation and safety established by the Muskegon County Health Department and the Michigan Department of Education
- Clean equipment and premises as necessary and as assigned by the Food Service Director and/or the Cook
- Assist in clean up duties of wiping tables, doing dishes and tearing down station as needed
- Account for types of student lunches served and daily waste in accordance with USDA Guidelines
- Operate a cash register, take cash and reconcile accurately
- Demonstrate the ability to:
- Have well developed interpersonal skills
- Have strong organizational skills, ability to multi task and meet deadlines
- Build positive relationships with students
- Build a professional environment that is one of mutual respect, teamwork, and accountability
- Must be regular in attendance and punctual in reporting to assignment
- Perform such other tasks and assume such other responsibilities as may be assigned

**If qualified & interested, persons should apply in writing to:**

Mr. Dan Gorman  
North Muskegon Public Schools  
1600 Mills Avenue  
North Muskegon, MI 49445

Email: [dgorman@nmps.net](mailto:dgorman@nmps.net)

Deadline to apply: August 1, 2024

#### **Non-Discrimination Policy**

It is the policy of North Muskegon Public Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.

**NORTH MUSKEGON PUBLIC SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** Kitchen Aide  
**REPORTS TO:** Food Service Director  
**SUPERVISES:** Not Applicable

**GENERAL JOB FUNCTION:**

The Kitchen Aide is responsible for preparing and serving food; and assisting the Supervisor to ensure the smooth operation of the kitchen.

**EDUCATION REQUIREMENTS:**

- Possession of a high school diploma or its equivalent

**QUALIFICATIONS:**

- Previous successful experience as a food service employee
- Sanitation and Food Safety Certification preferred

**ESSENTIAL JOB FUNCTIONS:**

- Assist Supervisor and serve food according to established standards
- Serve students meals
- Maintain local health standards
- Maintain standards of sanitation and safety established by the Muskegon County Health Department and the Michigan Department of Education
- Clean equipment and premises as necessary and as assigned by the Food Service Director and/or the Supervisor
- Assist in clean up duties of wiping tables, doing dishes and tearing down station as needed
- Account for types of student lunches served and daily waste in accordance with USDA Guidelines
- Operate a cash register, take cash and reconcile accurately
- Put away stock
- Set up steam table
- Demonstrate the ability to:
  - Have well developed interpersonal skills
  - Maintain confidentiality
  - Have strong organizational skills, ability to multi task and meet deadlines
  - Motivate others and influence their behaviors
  - Build positive relationships with students
  - Collect and analyze appropriate data sources to inform decisions
  - Build a professional environment that is one of mutual respect, teamwork, and accountability
  - Work with at-risk students
  - Work effectively as part of a team
  - Assume responsibility for providing direct supervision to students
  - Accept directions from the teacher or principal and work cooperatively with others
- Must be regular in attendance and punctual in reporting to assignment
- Perform such other tasks and assume such other responsibilities as may be assigned

**NOTABLE PHYSICAL REQUIREMENTS:**

Job requires ability to move heavy loads and lift up to 50 pounds. Occasional lifting (up to 75 pounds) may be required.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) previous experience with quantity food preparation and service. Complete State, Department of Education, School Food Service Statewide Training Program or equivalent preferred.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employee of the organization.

**MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to work in a friendly manner with co-workers and students. Ability to pass written and demonstrative managers exam. Good organization and math skills; ability to lift 50 lbs., ability to perform job and communicate in a noisy environment.

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*