

Houghton-Portage Township Schools

1603 Gundlach Road · Houghton, Michigan 49931 · (906) 482-0451 · FAX (906) 487-9764

Website: <http://www.hpts.us>

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An Equal Opportunity Employer

NOTICE OF VACANCY

The Houghton-Portage School District is seeking qualified applicants for the following positions for the 2018-19 school year:

Food Service Helpers
(20 hours per week during the school year)
Available Immediately

Qualifications:

High school diploma or equivalent with experience in school food service or a related field required. Candidates should be highly motivated with ability to follow oral and/or written instructions. Must possess knowledge of use of measuring instruments and basic understanding of mathematics.

Job Duties:

- Must be able to work under a variety of conditions within a kitchen environment, with long hours of standing, lifting (ability to lift 50 lbs.), and moving heavy objects.
- Assist food service staff with the preparation of food items according to a recipe, assemble trays and dishes.
- Maintain knowledge of USDA meal program and regulations.
- Maintain Serv Safe certification and professional standards.
- Maintain accurate record keeping of production records.
- Perform other duties as assigned by the Food Service Director.

Working Hours:

6:00 a.m. – 10:00 a.m. or
10:00 a.m. – 2:00 p.m.

Interested applicants should submit a letter of interest and résumé to:

Shelby Turnquist, Food Service Director
Houghton-Portage Township Schools
1603 Gundlach Road
Houghton, MI 49931

Deadline: Until Filled

The Houghton-Portage Township School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or 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. Questions or concerns regarding the non-discrimination policies should be directed to Mrs. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0450.

August 22, 2018

“Your public school system; there is no better place to learn.”